

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at New Philadelphia City Council Chambers  
February 19, 2010, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at New Philadelphia City Council Chambers, New Philadelphia, Ohio, on Friday, February 19, 2010, 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: Mr. Boyle, Mr. Horstman, Mr. Kokovich, Mr. Parham, and Mr. Pryce.

Present from MWCD staff were Scott Barnhart, Donnie Borland, James Cugliari, John Hoopingarner, Kelli Karns, Darrin Lautenschleger, Karen Miller, John Olivier, Boris Slogar, and Scott Tritt.

Mr. Horstman, President of the Board of Directors, presided.

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

Also in attendance for all or portions of this meeting were: James Pringle (*KPLD Law, MWCD Legal Counsel*); Eva and Richard Bukite (*Lakeside Dock Association, Leesville*); Ken Joseph (*Joseph Properties*); Carol McIntire (*Free Press Standard*); Amy Rutledge (*Carroll County Convention and Visitors Bureau*); Wayne Chumat (*Carroll County Chamber of Commerce and Economic Development*); Steve Groves and Tom Kolp (*Kolp Real Estate, Canton*); Eric Reip (*New Philadelphia resident*); and Joe Carlisle.

**3. APPROVAL OF MINUTES**

On motion by Mr. Kokovich, seconded by Mr. Parham, the minutes of the January 15, 2010, meeting of the Board of Directors were approved.

**4. FINANCIAL**

Mr. Cugliari presented the financial report for the period ending January 31, 2010. The total revenue for operations is \$124,998.00 with expenses of \$501,948.00, resulting in expenses over revenue of \$376,950.00, as indicated on page 3.

For the maintenance assessment fund, there was reduction of revenues of (\$18,868.00) which were reimbursements of assessment paid through the review process, and expenses of \$56,126.00 resulting in expenses over revenue for the period of \$74,994.00 as indicated on page 4.

Total cash available in the general checking accounting for meeting operational expenses is \$204,398.32, while cash availability in the maintenance assessment fund is \$5,536,385.88. Total cash balance for the MWCD as of January 31, 2010 is \$6,046,748.09.a

There were limited revenues during the month as well as expenses. Currently, expenses are being kept to essential expenditures outside of payroll. For overall operation expenses, 2010 is down from 2009 by \$88,887.00.

Cash flow continues to be of significant importance. However, we begin to receive seasonal camping revenue in February. Expenses will continue to be kept to those that are essential for operations.

On motion by Mr. Pryce, seconded by Mr. Boyle, the financial report was accepted as presented.

Mr. Parham reminded staff that the Board is still awaiting receipt of a report from Prospera Hospitality requested two months ago regarding administrative overhead expenses for the Resort. Mr. Pryce requested that a line item under Recreation Fund-Non Park, Atwood Resort Maintenance, Utilities and Taxes, be relocated under Atwood Resort Operations in order to consolidate all items relative to the Resort in the financial report.

## **5. PAYMENT OF BILLS**

On motion by Mr. Parham, seconded by Mr. Kokovich, a report of the payment of bills for the period ending January 31, 2010, was approved as presented.

## **6. BUSINESS**

### **6.01a LEASE TRANSACTIONS**

On motion by Mr. Pryce, seconded by Mr. Parham, 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 CARROLL ELECTRIC COOPERATIVE EASEMENT**

On motion by Mr. Parham, seconded by Mr. Boyle, authorization was given to enter into an agreement with the Carroll Electric Cooperative, Inc., for the relocation of an electric line along Menlo Drive at Atwood Lake, as recommended and set forth in the above memorandum. Mr. Parham stated that he had heard several favorable comments from residents along Menlo Drive about the manner in which MWCD worked with Carroll Electric in determining trees to be removed for the purpose of this easement.

### **6.01c COTTAGE SITE LEASE RATE ADJUSTMENT FOR 2010**

No action was necessary on behalf of the Board since there will be no utilization of the 0-4% lease discretionary clause stipulated in new and renewing leases executed since February 1, 2000. The rate adjustment for all leases will consist of the CPI through January 2010 (3.3%). This was as recommended and approved by the Board of Appraisers at their meeting held February 18, 2010.

### **6.01d POTENTIAL LAND SALE – WILLS CREEK**

A motion by Mr. Parham to approve this potential land sale received no second and therefore the Board took no action on this matter.

### **6.02a FUND TRANSFERS**

On motion by Mr. Parham, seconded by Mr. Boyle, fund transfer resolutions for the year 2009, as recommended and set forth in the above memorandum, were adopted with the correction of a typographic error cited on the resolution from Forestry Fund to General Maintenance Fund (in the first paragraph, “not needed for ~~recreation~~ forestry purposes”).

**6.02b 2010 BUDGET PROGRESS UPDATE**

Members of the Board received copies of the third revised 2010 budget draft for review. This is a draft budget and is not in final form, but is submitted to the Board to indicate the progress we have made in light of several uncertain issues we will face in 2010 (*Atwood Lake Resort and Conference Center and Piedmont Marina*).

Please note the change in format that incorporates the operational budget of Atwood Lake Resort (*page 3*) and a separate budget for the maintenance assessment fund (*page 4*).

We will be prepared to discuss this draft budget in more detail at the meeting. Based on this discussion and consideration of financial issues, further adjustments and revisions will be made and a proposed 2010 budget will be submitted at the March meeting.

No action is required of the Board at this time.

Mr. Pryce commented that there is still a 2.5% loss in this draft budget. Mr. Boyle inquired whether it would be possible to more vividly report the market driven areas in the budget – the recreation activities. Mr. Pryce requested that each month an “economic engine” report be prepared for the Board’s review.

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b SEASONAL STAFFING PLAN FOR 2010**

On motion by Mr. Parham, seconded by Mr. Boyle, the proposed seasonal staffing plan for 2010 with no proposed wage increases for returning seasonal staff, as recommended and set forth in the above memorandum, was approved.

**6.03c ORGANIZATIONAL CHANGE**

On motion by Mr. Parham, seconded by Mr. Kokovich, the proposed organizational change of reassignment of the Conservation Administrative Assistant to Recreation Administrative Assistant and changes in responsibilities of the Office Assistant and Recreation Administrative Assistant, as recommended and set forth in the above memorandum, was approved.

**6.04 PARK CAMPGROUND GUIDELINES – REVISIONS**

On motion by Mr. Kokovich, seconded by Mr. Parham, proposed revisions to the Park Campground Guidelines, as recommended and set forth in the above memorandum, were approved

**6.05a PURCHASE OF DOCKS**

On motion by Mr. Pryce, seconded by Mr. Parham, purchase of replacement docks for Charles Mill and Pleasant Hill parks from Follansbee Dock Systems at a cost of \$26,937.74, as recommended and set forth in the above memorandum, was approved.

**6.05b SHORELINE STATUS INVESTIGATION – OBLIQUE AERIAL IMAGERY**

On motion by Mr. Pryce, seconded by Mr. Parham, release of a request for proposals to provide oblique aerial imagery, as recommended and set forth in the above memorandum, was authorized.

**6.06a PIEDMONT MARINA**

This matter was discussed in executive session.

**6.06b PIEDMONT MARINA DOCKING RATES**

On motion by Mr. Kokovich, seconded by Mr. Parham, proposed docking, motel and cabin rental rates for facilities located at the Piedmont Marina, as recommended and set forth in the above memorandum, were approved for the 2010 season

**6.07 ATWOOD LAKE RESORT AND CONFERENCE CENTER**

This matter was discussed in executive session.

The following broker/real estate firms have expressed an interest in Atwood Lake Resort:

- 1) CB Richard Ellis (CBRE)
- 2) Kiko Auctions
- 3) Mergers and Acquisitions of Ohio
- 4) Kolp Realty
- 5) Howard Hanna
- 6) Tom Jackson Realty
- 7) Sperry Van Ness
- 8) Colliers Ostendorf Morris
- 9) Cutler Real Estate
- 10) Remax Real Estate

In open session, on motion by Mr. Parham, seconded by Mr. Kokovich, the Board authorized staff to work with CB Richard Ellis (CBRE) as a broker for sales efforts of Atwood Resort; work with John Meeske of Resorts and Clubs, Inc., on initial consulting basis; and to form a local stakeholders group (with a purpose to discuss options).

**6.08 DEVELOPMENT ADVISORY COMMITTEE**

The following members of the Muskingum Watershed Conservancy District Development Advisory Committee (DAC) are eligible for reappointment to a three-year term ending December 31, 2012:

- Marilyn Ortt
- Chasity Schmelzenbach
- Cheryl Ann Sebring
- Dirck TenBroeck

Richard Bassetti and Norman Blanchard have served two (2) three-year terms and are ineligible for reappointment. Mr. Bassetti and Mr. Blanchard received certificates of appreciation at the recent Development Advisory Committee meeting held January 29, 2010.

It is recommended that the Board reappoint Marilyn Ortt, Chasity Schmelzenbach, Cheryl Ann Sebring, and Dirck TenBroeck to three-year terms ending December 31, 2012 and seek applicants for appointment to three vacancies on the Development Advisory Committee (two [2] three-year terms ending December 31, 2012; and one [1] unexpired term ending December 31, 2011).

On motion by Mr. Boyle, seconded by Mr. Pryce, reappointment of four (4) members of the DAC to three-year terms ending December 31, 2012 and seeking applicants for appointments to three vacancies, as recommended and set forth in the above memorandum, were approved.

**6.09 OTHER BUSINESS**

No other business at this time.

**7. REPORTS**

**7.01 SUMMARY OF MARINA OPERATIONS**

Members of the Board received a Summary of Marina Operations report for the period through December 31, 2009.

**7.02 2009 INJURY AND ILLNESS SUMMARY REPORT**

Mr. Tritt presented a report prepared to provide summary information on the 2009 reporting year as it relates to injuries and illnesses recorded as required by the Ohio Public Employers Risk Reduction Program (PERRP), the regulatory agency responsible for safety oversight for the MWCD.

**7.03 2009 CUSTOMER SATISFACTION SURVEYS**

Members of the Board received the results of the 2009 Customer Satisfaction Surveys for review.

In November 2009, the MWCD recreation group and administration developed and sent via the U.S. Postal Service nearly 7,700 surveys to five specific MWCD user groups:

- 1) Cottage Site Lessees;
- 2) Seasonal Campers;
- 3) Overnight Campers;
- 4) Family Vacation Cabin Guests; and
- 5) Boat Owners with Overnight Docking at MWCD facilities.

Surveys requested customer ratings, responses and feedback about their experiences during the 2009 season and suggestions for future improvements.

MWCD staff members are reviewing the survey results and will implement suggestions as time and resources permit. Staff also is following up with survey respondents who requested to be contacted for additional discussion. The survey results will be shared with staff at the MWCD facilities and at the leased marina locations.

This survey is expected to serve as a guide in development of a more comprehensive customer feedback program to assist the MWCD in meeting customer service needs and objectives.

No action is required by the Board of Directors.

**7.04 2009 ANNUAL REPORT OF OPERATIONS**

Members of the Board received a copy of the draft narrative section of the 2009 Annual Report of Operations for review and comment.

**7.05 MAINTENANCE ASSESSMENT PROJECTS (TRAG) OVERVIEW**

Mr. Slogar reported on the progress of the Technical Review Advisory Group (TRAG).

The Partners in Watershed Management Program (PWM) was created to:

- Support the work of agencies and groups involved in conservation programs, water quality issues, and flood reduction and mitigation projects;
- Provide assistance to local communities, agencies and groups involved in projects and programs that support the conservation and flood control aspects of the Mission of the MWCD; and to
- Leverage other cost-share dollars.

The mission of the TRAG (a non-decision making body) is to act as a sounding board and to provide technical advice to the MWCD Chief Engineer in identifying and prioritizing projects for consideration in the PWM Program under the categories of:

- Dam Safety/Flood Control
- Floodplain Management
- Green Best Management Practices
- Water Management/Water Quality

The intended outcome for the reviewer is to analyze the applicant's project with the goal of providing a recommendation as to whether the project is appropriate for implementation (regardless of whether PWM funding is ultimately provided). Each reviewer will answer the following questions with respect to each application under consideration in their area of expertise:

- 1) Is the project reasonable and in line with current standards and trends? Is the project feasible (can it be implemented as described)?
- 2) Does the project meet the needs and objectives of the applicant?
- 3) Are there alternatives which should be considered in lieu of or in addition to the proposed solution?
- 4) Is the cost/benefit and/or return on-investment positive (as appropriate)?
- 5) Is implementation of the project self-sustaining? Will the solution continue and function in the future without the aid of the PWM Grant Program? How will the project be maintained?
- 6) Will the project have a positive impact upon the Muskingum Watershed?
- 7) Are there other questions/issues/concerns?

The TRAG is comprised of experts from Ohio's water management community:

The project applications for 2010 total approximately \$3.7 million from 19 applicants:

1) City of Marietta	11) Licking County
2) Owl Creek Conservancy District	12) OARDC
3) Guernsey County	13) Ohio Lake Management Society
4) Harrison SWCD	14) Friends of Lower Muskingum
5) The Wilderness Center	15) Stark County
6) Aurelius Township	16) Wayne County Auditor
7) Washington SWCD	17) Rural Action – Huff Run
8) Stark Parks	18) Village of Brewster
9) Noble/Washington counties	19) Village of Somerset
10) Muskingum County	

The process status to date is: project applications have been reviewed and TRAG projects identified; the TRAG formed; individual member project reviews completed; project review and prioritization meeting was scheduled in February, but was cancelled due to inclement weather and will be rescheduled in March; MWCD administration to review Chief Engineer’s recommendations; Board of Directors to act upon project recommendations (tentatively March 19); and applicants will be notified of their status following the Board of Directors’ meeting.

**7.06 ATWOOD REGIONAL WATER AND SEWER DISTRICT UPDATE**

Mr. Parham reported that the February meeting was cancelled due to inclement weather. HARCATUS recently appointed Susan Hawkins to the Board of Trustees. The Village of Dellroy has an appointment that has not been made to date.

**7.07 IMMINENT OR PENDING LITIGATION**

Deferred to Executive Session.

**7.08 2010 GOALS**

Mr. Hoopingarner presented the following revised 2010 goals for consideration by the Board:

1. To implement projects and programs under the Amendment to the Official Plan. This goal will address work to be performed in the seven categories set forth in the plan: upgrades to dams, sediment removal, shoreline protection, water quality improvements, watershed management, reservoir maintenance and partnering with local, state and federal agencies. A plan of work will be developed with specific objectives for each category.
2. To develop financial operating principles. This goal will identify and define key principles relative to financial management including operating margins, overhead costs, revenue producing vs. non-revenue producing functions, and borrowing money. This goal will result in the production of financial statements that clearly indicate separation of capital and operating expense, separation of personnel cost from supply, service and other costs, connect some metrics to our major services, and assure our continued compliance with the Ohio Revised Code.

3. To divest Atwood Lake Resort and Conference Center. This goal will focus on the sale or lease of the Resort operation, reduce and eventually eliminate the financial liability of the MWCD relative to the Resort, and preserve the integrity of the land in light of our mission.
4. To address recreation operations in light of current economic conditions and customer demands. This goal will continue our effort of market analysis and customer feedback. We will continue to survey our users to ensure customer satisfaction. This information will assist in planning for capital projects.

**FOR FUTURE CONSIDERATION...**

To develop a strategic plan of management for the Muskingum Watershed Conservancy District. This goal will identify a specific time frame within which we consider the development of projects and services, market trends, changes in customer needs and preferences, technological change, capital intensity, and social, political and economic change as we plan the scope of future projects and services in our watershed.

The Board requested that language be added to Goal No. 2 to accommodate Mr. Pryce's suggestions for consolidation of Atwood Resort activities and provide a monthly economic summary.

**8. LEGISLATIVE REVIEW**

**8.01 CURRENT LEGISLATIVE ACTIVITIES**

No business at this time.

**9. SUBDISTRICTS**

The new website will be launched for the Chippewa Subdistrict, the address for which is [chippewa.mwcd.org](http://chippewa.mwcd.org)

**EXECUTIVE SESSION**

On motion by Mr. Pryce, seconded by Mr. Boyle, the Board of Directors entered into executive session at 11:00 a.m. to discuss matters related to ORC §121.22 (G) (2) sale of property and (3) pending or imminent litigation/conference with legal counsel. On roll call: Mr. Boyle-yes; Mr. Horstman-yes; Mr. Kokovich-yes; Mr. Parham-yes; and Mr. Pryce-yes. On motion by Mr. Parham, seconded by Mr. Boyle, the Board returned to open session. The executive session ended at 12:01 p.m.

**10. ADJOURN**

There being no further business, on motion by Mr Pryce, seconded by Mr. Boyle, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, March 19, 2010, at 9:00 a.m. at the Stark County Park District in Canton, Ohio.

*02/19/2010*

*Approved 3/19/2010*