

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
March 24, 2023, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Kent State University Tuscarawas, 330 University Drive NE, New Philadelphia, Ohio, on Friday, March 24, 2023, 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: Ronald Dziedzicki, James Gresh, Joanne Limbach, Gordon Maupin, and Robert Moorehead. Mr. Moorehead, President of the Board of Directors, presided.

MWCD staff in attendance were Julie Bickis, Mary Burley, Craig Butler, Jamie Carlisle, James Crandall, Brad Janssen, Dave Lautenschleger, Ryan McCleaster, Jonathan Mizer, Dylan Sayre, Boris Slogar, Eric Stechschulte, Matt Thomas and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Visitors in attendance were Terry Fercana (*Environmental Design Group*) and Shelia Hurley (*MWCF*).

Shelia Hurley of Muskingum Watershed Conservancy Foundation gave the Board a report on the Foundation. She gave updated financials on the following: 1.) Checking Account: \$273,049.48; 2.) Savings Account: \$46,571.42; 3.) Endowment Fund: \$277,757; 4.) Crossroads Resource Conservation Fund: \$227,126; 5.) Hudson Fund: \$366,338; 6.) Contributions in memory of Susan Hoopingarner to the benefit of the Boating Safety & Education Fund for the Junior Sailing Program: \$3,695; 7.) Active fundraising campaign for the Butch Heavilin Memorial Dog Park: \$8,100.

Shelia also stated that Encino donated \$20,000 to the Foundation which represents the minimum annual amount they pledged to the Foundation for the next 5 years. Encino is also planning an event to announce their partnership with MWCF in the spring. The tentative date is April 20, 2023 at Tappan Marina.

3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Dziedzicki, the minutes of the February 17, 2023, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the attached (copy on file) financial report for the two-month period ending February 28, 2023. The total operating income is \$4,982,907 compared to \$3,311,118 in 2022.

The operational revenue is \$7,682,422, compared to \$5,956,261 in 2022.

- General Administrative/Support is \$242,337, up 84% over the prior year. This increase is a result of interest revenue. Our amount available for investment and the interest rate environment has increased year over year.

- Oil and Gas revenue is \$4,215,506, a 70% increase over the prior year and due to commodity price increases and an increase in the number of wells.
- Park Revenue is \$2,640,434 compared to \$2,806,353, a 6% decrease, and is likely timing at this point in the year. Most of this revenue represents seasonal camping payments.
- Marina Revenue is \$440,229, a 7% increase over the prior year. This increase is also timing. Most of the revenue represents seasonal docking payments.

Operational expenses are \$2,699,515, a 2% increase over the prior year.

- General Administration/Support is up 6% over the prior year. This increase is due to several contracts/projects.
- Parks and Marinas are up 8% and 17%, respectively. The increases are primarily due to utilities and wages.

Maintenance Assessment Fund

Maintenance assessment expenditures are \$835,682, down 34% from the prior year. The decrease is largely a result of the completion of several major shoreline projects in the prior year. First half settlements have begun in March.

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

5. PAYMENT OF BILLS

On motion by Ms. Limbach, seconded by Mr. Dziedzicki, the report of the payment of bills for the period ending January 31, 2023, was approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Maupin, seconded by Mr. Gresh, 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 ACCESS EASEMENT—PLEASANT HILL

On motion by Ms. Limbach, seconded by Mr. Dziedzicki, proposed easement, as recommended and set forth in the above memorandum, was approved.

6.01c CONSENT TO ASSIGNMENT OF OIL & GAS LEASE

On motion by Mr. Gresh, seconded by Mr. Dziedzicki, proposed consent of assignment, as recommended and set forth in the above memorandum, was approved.

6.01d POTENTIAL LAND ACQUISITION--LEESVILLE

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed approval for MWCD staff to negotiate a purchase agreement, 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. Gresh, 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 FUND TRANSFERS

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed adoption of resolutions for fund transfers, as recommended and set forth in the above memorandum, was approved.

6.02c 2023 RECREATIONAL TRAILS PROGRAM GRANT APPLICATION

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed resolution, as recommended and set forth in the above memorandum, was approved.

6.03a HUMAN RESOURCES SUMMARY

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

6.04a ATWOOD LAKE ACTIVITY CENTER RENOVATION PROJECT | BID AND AWARD RESULTS

No Board action required.

6.04b TAPPAN LAKE BEACH RESTROOM PROJECT | BID AND AWARD RESULTS

No Board action required.

6.04c TAPPAN LAKE WLEOME CENTER PROJECT | BID AND AWARD RESULTS

No Board required.

6.04d SENECA LAKE PARK PAVEMENT REPAIRS PHASE 2 | REQUEST TO ADVERTISE AND AWARD

On motion by M. Maupin, seconded by Mr. Gresh, proposed agreement, as recommended and set forth in the above memorandum, was approved.

6.04e PLEASANT HILL LAKE CABIN CLEANING AGREEMENT

On motion by Ms. Limbach, seconded by Mr. Dziedzicki, proposed authorization to bid and award, as recommended and set forth in the above memorandum, was approved.

6.04g WATER AMENITIES AGREEMENT/LEASE

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed agreement, as recommended and set forth in the above memorandum, was approved.

6.06 OTHER BUSINESS

Mr. Crandall addressed the Board regarding the ongoing State Audit. He informed the Board that Rea & Associates will be reaching out to the Board members for additional information. Mr. Crandall also handed out a letter from Rea & Associates which outlined the cope and timing of the audit (letter attached).

Mr. Butler addressed the Board regarding MWCD efforts to receive road paving funds from ODOT. He stated that the Ohio Senate added an amendment to Senate Bill 52, The Transportation Budget, to secure the funds. He felt that it was unlikely for the bill to be struck down.

Mr. Zucal informed the Board that MWCD is preparing for its 90th Anniversary. He said that all Board members were mailed invitations. He also told the Board about the newest edition of LakeViews.

7. REPORTS

7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by **108** producing wells at Clendening, Seneca, Dover, Piedmont, and Leesville Reservoirs. A breakdown of the monthly royalty revenue can be seen on the attached page.

Utica royalties for **February** totaled **\$1.86M** (\$1,864,909.33), which was an approximate 20% decrease in month-over-month revenue from January (\$2.34M).

Royalty Report Exhibit *copy is on file*.

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- Staff continues to work with Dawson Geophysical regarding the seismic project at Atwood. Signage has been placed and data collection has started. This phase of the project is expected to continue into April.
- The Clean Ohio grant application was submitted for the AEP Phase III acquisition at Wills Creek. Staff plans to attend the grant scoring meeting in March with the hope of moving forward from this point.
- Annual cottage site lessee packets have been mailed. These packets contain pertinent information regarding the following: lease rate information, contact information form, docking decal information and application, updated MWCD directory, vehicle park pass, and Lake event information. Staff also includes important information in our “from the desk of” section.
- Annual cottage site lessee and club/association meetings have been scheduled. The club/association meeting is scheduled for April 1st at KSU Tuscarawas. The cottage lessee meetings are scheduled for April 15th at Pleasant Hill and April 22nd at KSU Tuscarawas.
- Staff attended and presented at the Oil and Gas Land Management Commission public meeting on March 1st. Staff presented an informational overview of MWCD’s oil and gas stewardship program from past to present for the commission and answered questions related to the program.

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION AND RECREATION IMPROVEMENT (ONGOING)

Projects in Design

- **Atwood Main Launch Ramp Pavement Improvements**
- **Clendening Marina Building and Site Improvements**
- **Clendening Cabins and Water Plant**
- **Leesville North Fork WWTP and Sewer Improvements**
- **Leesville North Fork Marina Lift Station Generator**
- **Pleasant Hill – Covert Road Culvert Replacement**
- **Pleasant Hill Area A Lift Station Generator**
- **Seneca – Sunset Drive Pavement Improvements**
- **Seneca – St. Andrews Pavement Improvements**
- **Tappan Cabin Hill Water Booster Pump Improvements**

Projects Under Construction

- **Atwood Activity Center Renovation:** Bids were opened on this project January 25th. The project was awarded to Stanley Miller Construction. Contracts are being circulated for signatures. Completion is scheduled for July 2024.
- **Charles Mill Sites Lake Lift Station Generator:** Electrical equipment and generator delivery is expected during the first quarter 2023, at which time work will resume. Substantial completion scheduled for April 2023.
- **Charles Mill Park Lift Station Generator:** Electrical equipment and generator delivery is expected during first quarter 2023, at which time work will resume. Substantial completion scheduled for April 2023.
- **Clendening WWTP and Sewer Improvements:** Project was awarded to Stanley Miller. Underground conduits are being installed. Shop drawings are being submitted and reviewed. Substantial completion is scheduled for April 2024.
- **Piedmont Reynolds Road Launch Ramp Parking:** CXT Restroom has been installed, and the concrete sidewalk surrounding the restroom is scheduled to be poured this week. Contractor is still waiting for delivery of the light poles, which are expected in March. Substantial completion has been reached, although the final completion date will be extended once delivery dates are known.
- **Pleasant Hill Park Main Lift Station Generator:** The concrete generator pad has been poured and the generator has been delivered to Contractor's office. Once the remaining electrical gear is received, the generator will be installed. Substantial completion is scheduled for April 2023.
- **Pleasant Hill Lake Park Amenity and Activity Area:** Concrete courts and sidewalk are being poured. Light pole foundations are being excavated and poured. Substantial completion is scheduled for May 2023.
- **Seneca Marina Lift Station Generator:** The concrete generator pad has been poured. Generator delivery is expected during first quarter 2023, and substantial completion is scheduled for April 2023.
- **Seneca Beach and Marina Point Amenity and Activity Areas:** Bids were opened on this project February 2nd but were not awardable.
- **Tappan Marina Building Backup Generator:** Shop drawings are being submitted / reviewed for the long lead time items. Substantial completion is scheduled for November 2023.
- **Tappan Lake Beach Concession / Restroom Upgrade:** Bids were opened on this project February 6th. Project has been awarded to Border Patrol. Completion is scheduled for June 2023.
- **Tappan Lake – Welcome Center:** Bids were opened on this project February 2nd. The project was awarded to Colaiani Construction. Contracts are being circulated for signatures. Completion is scheduled for May 2024.

DREDGING AND SHORELINE (ongoing)

Dredging Program

- **Leesville Glens Cottage Area Dredging & Shoreline Stabilization:** All dredging and shoreline stabilization work has been completed and Substantial Completion has been reached. Final restoration will be completed once weather and site conditions allow.

Shoreline Program

- **Atwood Lake – Arrowhead Cottage Area:** Substantial Completion has been reached, and final restoration will be completed once weather and site conditions allow.
- **Leesville Lake South Fork Marina:** The project is substantially complete. Final restoration will be completed once weather and site conditions allow.
- **Tappan Lake East Shore / West Shore Cottage Area Shoreline:** All work associated with Milestones #1 and #2, which include all the rock riprap and coir log installation, has been completed. Substantial Completion is scheduled for April 2023.

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

Zoar Levee/Mohawk Dam

- Ribbon cutting ceremonies for each project will be scheduled in the next few months. No other significant updates.

Magnolia Levee

- USACE reports that the estimated construction cost for levee repairs has been increased by approximately \$4 million. The Project Partnership Agreement (PPA) is under review by USACE and will be revised to reflect the current cost estimate. The project will not likely proceed this year and MWCD can expect the revised PPA sometime in late 2023 or early 2024.

7.04 CONSERVATION REPORT

Conservation Team Building

Sustainability Coordinator: Conservation has been interviewing this month for our Sustainability Coordinator position. We will be beginning the process of hiring and onboarding the new team member soon. They will be working closely with our Recreation Department on coordinating our clean marina efforts and continuing our waste assessments for all our parks and facilities. Significant work will be put towards developing a District-wide Sustainability Plan that will identify areas for improvement and strategies to reach our sustainability goals.

Watershed Coordinator: Qualifications and responsibilities are being refined for the position description and posting. Review and approval of the position is planned for next meeting in April, with an intended hiring date in June.

Internships: Interviews for the water quality intern are wrapping up this week. This person will primarily assist our Water Quality Coordinator with sampling, testing, and reporting of the results from our five beaches (May-September).

Heidelberg University NCWQR and Ohio Northern University have expressed interest in partnering with MWCD on a variety of collaborative projects this year in the Muskingum Watershed. We are currently working on drafting a MOU and identifying potential projects for 2023.

AmeriCorps Service Member: Only one AmeriCorps member will be joining the Conservation team in 2023. The posting for 4 positions with MWCD has remained open and interviews have been ongoing since January. Limitations in seasonal housing in the New Philadelphia area is the main barrier to bringing in quality applicants.

Outreach Activities

2/15 Tire cleanup, Atwood Lake

2/16 Mohican State Scenic River Council meeting, Pleasant Hill Lake Park

2/17 Ohio Ecological Food and Farm Association (OEFFA), Newark Ohio

2/22 Kokosing State Scenic River Council meeting, Mount Vernon Ohio

3/1 Ohio Wildlife Diversity Conference, Columbus Ohio

3/2 Muskingum University presentation, New Concord Ohio

3/3 Kent State University geography project, Atwood Lake
3/13 OSU and Kenyon College stream restoration project, Gambier Ohio
3/15 Statewide scenic river meeting, Ashley Ohio

7.05 RECREATION REPORT

Marinas Report

- Marinas are preparing and placing docks as weather permits. Meetings for merchandise inventory and dock expansions (Seneca) continue to be held over the past month. Store preparation continues for upcoming season with inventory and equipment upgrades.

Parks Report

- Park Managers continue preparing for the 2023 season with projects in need of attention within their parks. Emphasis has been placed on the strategic vision of the District and the department for Reimagine Recreation. Planning for Seneca Lake Park Splashpad/Concession Stand, Pleasant Hill amenities, Clendening cabins, merchandise inventory, and bike/golf cart rental program continues with internal staff.
- General RV agreement has been finalized with delivery of two RVs set for April. Marketing photoshoot will occur at Atwood next month with RV reservations soon to follow.
- Sage Outdoor Advisory Group has been retained to assist in a Market Impact Analysis for glamping in the District. Our first meeting was held in mid-March to start the process with their team. Other unique camping retreats such as “Rent a Tent” will be piloted within the District as we continue to explore numerous opportunities to diversify our visitors.



- Camping lotteries were held the first two weekends of March. Staff did an outstanding job managing the lotteries for seasonal camp sites. Below are the results for each park:
 - Atwood: Full – 117 on Waiting List
 - Leesville: Full – no Waiting List
 - Tappan: Full – 36 on Waiting List
 - Clendening: 4 Open Spots
 - Piedmont: Full – 18 on Waiting List

- Seneca: Full – 52 on Waiting List
 - Charles Mill: 20 Open Spots
 - Pleasant Hill: 11 Open Spots
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- Continue to collaborate with Finance on asset management software to assist in inventory of facilities/equipment and improve planning/budgeting for capital items. Have had numerous meetings with a few software companies on Customer Experience opportunities to enhance our touchpoints of engagement within our District.
 - Meeting to discuss Phase II & Phase III with in Parks & Marinas was held in March. A list of projects have been assembled to assist with prioritizes needs within the District. Will be presented and discussed in more detail with Oversight Committee’s next meeting.
 - The trails team has worked significantly on large grant opportunities for the development of new trails and improving access to different user groups, including trail users with disabilities. Scheduling of trail building crews for the 2023 season is currently happening as well. Internal staff continues to plan a trails promotion (**CAPTURE THE CANVAS**) with local schools that will combine trails and art in a unique way. The thought is creating our own unique features on trails to drive attendance numbers and promote a wider range of users to visit our parks.



7.06 MARKETING/COMMUNICATIONS REPORT

ONGOING/ UPCOMING PROJECTS

- Updates to website/ social media
- Marketing/ advertising for 2023
- All-employee Meetings for strategic planning
- Tourism Ohio co-op campaign for 2023
- Park and Marina brochure updates for 2023
- General RV Camper Promotion
- Seasonal Camper Lottery
- Trade Shows
 - Cambridge Home and Garden Show: March 9-11

- Outdoor Hunting and Fishing Show: March 25-26

OUTREACH COORDINATOR PROJECTS

- Annual Report
- Development Advisory Committee – 7 new members (22 total)
 - 4 full DAC quarterly meetings
 - 4 subcommittees (Marketing, Conservation, Trails, Revenue and Development)
 - 12 subcommittee meetings in total
- Appalachian Community Grant
- LakeViews
- 90th Anniversary: Exhibit VIP Open House at Dennison Depot May 24, 2023
- Hoodletown – 8 Lake IPA

PROGRAMMING AND EVENTS

- Ohio Boater Education Courses: Tappan – April 8, PH – April 22, PH (for Kids) – June 20-21
- Earth Day Clean Up Challenge: Visit the park on the designated day and earn a coupon for a free night of camping by picking up trash.
 - CM, PH, Piedmont, Clendening: April 15
 - Atwood, Seneca, and Tappan: April 22
- Prep for spring/ summer: working on cleaning up nature centers, inventory, and program schedules
- Events:
 - March 14: Pi Day Hike at Atwood
 - March 18: Spring Equinox Pancake Breakfast and Hike at Tappan
 - April 1, 15, 22, 29: Guided hikes at Seneca, Atwood, CM
 - May 13, 20: Guided hikes at Atwood, Tappan

PRESS RELEASES IN FEBRUARY

- February 23, 2023: MWCD Names Chief Ranger

E-BLASTS IN FEBRUARY

- February 13, 2023: Winter Fest at Pleasant Hill Lake Park

PUBLICATIONS IN FEBRUARY

- Ohio Magazine: Pleasant Hill Cabins
- Compass Magazine: General (Life is Better at the Lake!)

RADIO IN FEBRUARY

- WTUZ: Atwood and Tappan Camping and Boating – Spring is coming!

PARTNERSHIPS IN FEBRUARY

- Newsymom.com

Website and Social Media Analytics

Feb. 2023	Website (Users)	Facebook (followers)	Instagram
MWCD	7,903 (+13.24%)	6,417	550
Atwood	4,663 (+16.26%)	13,825	1,267
Charles Mill	2,188 (-1.57%)	4,792	969
Clendening	418 (-13.64%)	1,901	125
Piedmont	600 (+14.50%)	5,540	193

Pleasant Hill	3,275 (+.80%)	16,722	1,507
Seneca Marina	485 (+13.05%)	1,201	672
Seneca Park	2,168 (+5.81%)	12,646	672
Tappan	3,382 (+10.41%)	12,844	996

Percent change from LY

2023 COMMUNITY PRESENTATIONS

- January 17: Columbus, OH – The Ohio State University Conservation Capstone Course: MWCD Conservation Efforts (Thomas)
- February 7: Akron, OH – University of Akron Career Fair (Mahaffey/Lautenschleger)
- February 14: New Philadelphia, OH – New Philadelphia Rotary: MWCD Overview (Bergeron)
- February 22: Mansfield, OH – Mansfield/Richland County CVB: Upcoming projects/ events (Andres)
- February 22: Mansfield, OH – College of Wooster: MWCD Overview/ Black Vultures (Andres)
- February 23: Zoar, OH – Zoar Rotary: MWCD Overview (Zucal)
- March 29: Millersburg, OH – Millersburg Rotary: MWCD Overview and Ranger (Brockmeier)

7.07 IMMEDIATE OR PENDING LITIGATION

None.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Mr. Maupin, seconded by Mr. Gresh, the report of the payment of bills for the period ending February 28, 2023, for the Chippewa Subdistrict, was approved as presented. *(Copy on file)*

9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Dziedzicki, the Board of Directors entered into executive session at 10:40 am to discuss matters related to ORC §121.22 (G) (1) matters of employment and dismissal, (3) matters of pending court action, and (4) negotiations. On roll call: Mr. Dziedzicki-yes; Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; and Mr. Moorehead-yes. The executive session ended at 11:40 am.

10. ADJOURN

There being no further business, on motion by Mr. Gresh, seconded by Mr. Maupin, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, April 21, 2023, at 9:00 a.m., at Kent State University Tuscarawas.