

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at Kent State University Tuscarawas  
August 27, 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, August 27, 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, Gordon Maupin, Robert Moorehead, and Clark Sprang. Mr. Maupin, President of the Board of Directors, presided.

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, and Ethan Zucal.

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

Also in attendance for all or portions of this meeting were: Sheila Hurley (*Executive Director of the Muskingum Watershed Conservancy Foundation*); J.D. Long (*Harrison News Herald*); and Sean Logan (*Woolpert*).

A copy of an anonymous letter dated May 1, 2021, and received via regular mail on Friday, August 18, 2021, was provided to the Board members, along with photographs that were included with the letter. The letter, a copy of which is on file, concerned conditions at Tappan Lake relative to the marina and various docking areas. The conditions at Tappan Marina were no longer valid due to the extensive renovations soon to be complete. Staff has checked on the other areas that were of concern, however much of the remaining areas are situated on private property.

**3. APPROVAL OF MINUTES**

On motion by Ms. Limbach, seconded by Mr. Sprang, the minutes of the July 23, and August 11, 2021, meetings of the Board of Directors were approved.

**4. FINANCIAL**

Mr. Crandall presented the financial report for the seven-month period ending July 31, 2021. The total operating income is \$9,287,919 compared to \$5,333,201 in 2020.

The operational revenue is \$19,326,214 or 81% of budget, compared to \$15,005,035 or 63% of budget in 2020.

- Interest Revenue is allocated between the Maintenance Fund (General/Admin/Support) and the Recreation Improvement Fund (listed separately). Year to date through July we have collected \$512,837, 51% of the budget. The interest rate environment is the contributing factor to being slightly behind budget.
- Park revenue is \$8,055,894 (95% of budget) through the end of July, compared to \$5,625,379 through the same period in 2020. This is a 43% increase in revenue. Park camping is 106% of budget through July.
- Marina revenue is \$2,357,777 (74% of budget) through July, up 11% over the prior year.

Operational expenses are 54% of budget through July, all departments are within budgeted expectations.

- Park expenditures are up 9% from the prior year. Vacation cabin expenses are up 106% from the prior year and a result of a full year of operations of the new cabins at Pleasant Hill. Program Services and Special events are up 116% and 331% respectively. This is a result of programs and events being back in 2021. There were very limited events in 2020.
- Ranger expenses are up 97% over the prior year. There was a shift in ranger payroll expenses moving from the parks. Ranger payroll is up \$314,119 over the prior year, there is a corresponding decrease in the park payroll. In addition, there was \$82,000 in capital expenditures in 2021. Capital spending was halted in 2020 in response to COVID.

Capital Improvement and Park Master plan continue and are within budget expectations.

#### **Maintenance Assessment Fund**

Second half settlements began in July, and revenues are consistent with the prior year. Assessment expenses totaled \$731,024 in July, with most expenses being in the sediment removal line item. Year to date expenses are at 35% of budget.

The Conservancy District financial position is strong as we approach the home stretch of the recreation season.

On motion by Mr. Sprang, seconded by Mr. Gresh, 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 July31, 2021, was approved as presented.

### **6. BUSINESS**

#### **6.01a LEASE TRANSACTIONS**

On motion by Ms. Limbach, seconded by Mr. Sprang, 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.

#### **6.02a INVOICES PRIOR TO PURCHASE ORDERS**

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

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b REORGANIZATION – FINANCE DEPARTMENT**

On motion by Mr. Sprang, seconded by Ms. Limbach, the proposed reorganization plan for the Finance Department, as recommended and set forth in the above memorandum, was approved.

**6.03c POSITION DESCRIPTION UPDATE – RANGER/TECHNICIAN**

On motion by Mr. Gresh, seconded by Ms. Limbach, proposed changes in the Ranger/Technician position description, as recommended and set forth in the above memorandum, were approved.

**6.04a 2020/2021 SHORELINE STABILIZATION PROJECTS**

On motion by Mr. Moorehead, seconded by Ms. Limbach, execution of change orders for the 2020/2021 shoreline stabilization projects, as recommended and set forth in the above memorandum, was ratified.

**6.04b CHARLES MILL SHORELINE STABILIZATION PROJECT**

On motion by Ms. Limbach, seconded by Mr. Gresh, a request to bid and award the Charles Mill shoreline stabilization project, as recommended and set forth in the above memorandum, was approved.

**6.04c ENGINEERING VEHICLE PURCHASE**

At the May 2021 meeting, the Board authorized the purchase of a new F-550 crane truck for the utilities crew at an amount not to exceed \$135,000.00. After previous bid attempts were not successful, bids were again received on July 22, 2021, with the following results.

Dealership	New F-550 w/ Crane Body	Trade-In Value	Outright Purchase Price
Cal Hans Ford, Inc.	No response		
Guess Ford, Inc.	\$105,461.00	\$25,500.00	\$79,961.00
Liberty Ford Canton	No response		
Loudon Motors Ford, LLC	\$110,120.00	\$20,120.00	\$90,000.00
Pallotta Ford	No response		
Parkway Auto Superstore	No response		
Team Ford	\$102,511.00	\$10,000.00	\$92,511.00
Village Motors, Inc.	No response		

The 2022 F-550 crane truck has been ordered through Guess Ford, Inc. (Carrollton) and the trade-in was also accepted. An optional spring leveling package for \$700 was added bringing the net purchase price to \$80,661.00

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

**6.04d PLEASANT HILL RV AND BOAT STORAGE LOT**

On motion by Ms. Limbach, seconded by Mr. Moorehead, a request to bid and award the Pleasant Hill RV and boat storage lot project, as recommended and set forth in the above memorandum, was approved. Mr. Sprang-no.

**6.05 OTHER BUSINESS**

Mr. Butler reported on the following matters:

- Matt Thomas has been selected to fill the Chief of Conservation position. He has an extensive conservation and science background.
- Communications with the Ohio Department of Transportation, District 11, have been ongoing regarding the upcoming planned future improvements to State Route 250. A complete rebuild of the road is planned in 2022 which would close the roadway from April through October, rerouting traffic through side roads. ODOT has received permission to accelerate the work to a 24-hour per day schedule which would potentially shorten the closure to July through September. County engineers from Harrison and Tuscarawas counties have been actively participating in the ongoing discussions.
- A legislative day will be hosted by MWCD at Tappan Marina on September 17.
- On August 26, representatives from Congressman Bob Gibbs' office were hosted at MWCD facilities, including a tour of Dover Dam.
- Staff continues efforts to obtain broadband/WIFI services to MWCD areas.

The Board also heard a report of the possibility of a COVID vaccine mandate for MWCD employees. Legal counsel will continue to review the efforts of other organizations and keep the Board apprised of this information.

**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 July totaled \$740,220.54, which was an 18% decrease in month-over-month revenue from June (\$903K).

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

**7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT**

Forestry recently completed a timber sale at Mohawk. The sale consisted of 103,000 bdft of hardwood. Reclamation has been completed and is being monitored for vegetation succession. Additional sales are pending at Leesville, Tappan and another at Mohawk. A small pine sale at Tappan will be going to bid in the near term.

Quotations are being gathered for a reforestation project to occur at the newly acquired Buxton farm at Tappan. The previously heavily grazed areas will be a primary focus of the reforestation efforts. The site will be prepped for planting by mowing and spraying the vegetation in late August with planting to occur in Spring of 2022. We are expecting to plant over 20,000 trees.

The Zoar Community Association is planning to hold their biannual Civil War Reenactment on September 17-19 this year. As we have done in the past, MWCD will permit the use of a portion of our Lime Kiln Lake property for the reenactment event. The Association will also work in conjunction with the U.S. Army Corps of Engineers (USACE) on their property as well.

Natural Resources is conducting preliminary discussions with the USACE Natural Resources group on utilizing portions of MWCD property at Seneca and Clendening to showcase some of the unique cultural/historical heritage for these areas.

Leases vacant cottage site lot analysis is ongoing. Vacant lots have been identified, inventoried, and mapped. The next steps include additional map analysis and field analysis to determine which vacant lots can realistically be developed, or what additional, if anything, can be done to make the lot developable.

Mosquito control spraying is ongoing throughout our leased cottage areas leading up to the Labor Day holiday weekend. Several areas are experiencing a heavy mosquito population this year.

### **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
- Seneca Vacation Cabin Lane Repair
- Tappan Welcome Center
- Park Amenity and Activity Survey

##### **Projects Under Construction**

- **Tappan Marina Renovations:** Paving has been completed. Resinous flooring in the upper and lower levels is complete. Deck railing is installed. Kitchen plumbing is complete. Substantial completion date has been revised and is now scheduled for the end of August.

#### **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- *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**

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

**7.04 RECREATION REPORT**

**MARINAS**

- Ongoing – Tappan Marina opening schedule 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**

- Parks & Marinas Advisory Committee (PMAC) – Next meeting on August 25
- 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.

**7.05 MARKETING/COMMUNICATIONS REPORT**

**EVENTS/ONGOING PROJECTS**

- Website redesign: in progress
- Updates to website/ social media
- Advertising for 2021
- National Park and Recreation Month – Lunch Delivery
- Bounty on the Bridge

**OUTREACH COORDINATOR PROJECTS**

- Litter campaign
- Lakeviews newsletter
- Development Advisory Committee
- Visit from Congressman Gibbs office – August 26
- Legislative Day – September 17

**PUBLICATIONS IN JULY**

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

**RADIO ADVERTISING IN JULY**

- 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 JULY**

- Facebook campaign: General MWCD Camping
- Digital Display ads

**TELEVISION ADVERTISING IN JULY**

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

**OTT ADVERTISING MARKETS (OVER THE TOP – STREAMING TELEVISION)**

- Cleveland, Columbus, and Pittsburgh

**INTERVIEWS IN JULY**

- July 2 – WTUZ Radio (Tuscarawas County) Life jacket safety @ Tappan Lake
- July 9 – Fox 8 (Cleveland) One Tank Trip, Pleasant Hill
- July 14 – WTOV-9 (Wheeling/ Steubenville) Road Trippin’ Tappan Lake Park
- July 15 – WOIO Channel 19 in Cleveland – General MWCD promotion
- July 27 – WTOV-9 (Wheeling/ Steubenville) Road Trippin’ Seneca Lake Park

**PRESS RELEASES IN JULY**

- July 23, 2021: Anglers Saved from Drowning at Charles Mill Lake

**E-BLASTS IN JULY**

- July 1: Fireworks at MWCD Parks
- July 16: Kayak Programs

**COMMUNITY OUTREACH**

- July 16 – Tuscarawas County Chamber Business Before Hours @ Dan’s Wholesale Carpet
- July 17 – Leesville Canoe and Kayak Race Sponsorship
- July 19 – Cambridge Team Tourism Meeting @ Living Word Outdoor Drama

**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. Sprang, the report of the payment of bills for the period ending July 31, 2021, 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 11:27 a.m. to discuss matters related to ORC §121.22 (G) (1) Employment investigation and appointment, (2), and (3). On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 1:47 p.m.

The following actions were taken in open session:

- On motion by Ms. Limbach, seconded by Mr. Gresh, authorization to file suit regarding the Skelton encroachment, subject to the discretion of Chief Counsel, was granted.
- On motion by Mr. Gresh, seconded by Ms. Limbach, a contract for James Crandall, Chief Financial Officer, was approved.
- On motion by Mr. Gresh, seconded by Mr. Sprang, a contract for Matt Thomas, Chief of Conservation, was approved.



**10. ADJOURN**

There being no further business, on motion by Ms. Limbach, seconded by Mr. Sprang, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, September 24, 2021, at 9:00 a.m.

*08.27.2021, km*

*Approved 09.24.2021*