

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at Kent State University Tuscarawas  
February 18, 2022, 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, February 18, 2022, 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, Eric Stechschulte, Matt Thomas, and Nate Wilson.

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

Also in attendance for all or portions of this meeting were: Sheila Hurley (*Muskingum Watershed Conservancy Foundation*); Shawn Digny (*Harrison New Herald*); and Lawton and Kodi Brock (*Bradywine Construction and Tappan Lakeside Resort*).

Lawton and Kodi Brock addressed the Board relative to their project, Tappan Lakeside Resort, requesting that the Board reconsider either lease or sale of a small parcel adjoining their property. They provided several documents (*copies on file*) to the Board members, including a letter of support from the Harrison County Commissioners. The Board took the matter under advisement.

Sheila Hurley informed the Board that the Muskingum Watershed Conservancy Foundation (MWCF) Board of Trustees met on January 28 and provided the following highlights of the meeting:

- Representatives of the Stark Community Foundation (SCF) attended the meeting and provided an update of MWCF funds managed by SCF.
- Leslie Hudson-Carper has expressed an interest in expanding the scope of the Thomas W. Hudson Endowment Fund. The fund was originally created to support preservation and conservation projects for Atwood Lake including, but not limited to, shoreline restoration, dredging and reforestation. Ms. Hudson-Carper would like to add funding for a boater/sailing education component.
- Representatives of the North Central Ohio Land Conservancy (NCOLC) attended the meeting and provided information about their Healing Land and People Program. Bronson Jones, a participant in that program, addressed the group and outlined how the program works. The Healing Land and People Program funds are used to pay people in recovery to remove non-native invasive plants from the nature preserves surrounding the Clear Fork Valley Scenic Trail. NCOLC is the recipient of a recent grant from the MWCF.
- The next meeting of the MWCF Board of Trustees will be held on Friday, March 11, at 10:30 a.m. at the MWCD Annex Building.

### 3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Sprang, the minutes of the January 21, 2022, meeting of the Board of Directors were approved.

### 4. FINANCIAL

Mr. Crandall presented the financial report for the one-month period ending January 31, 2022. The total operating income is \$674,706 compared to \$107,009 in 2021.

The operational revenue is \$1,863,146, compared to \$1,205,521 in 2021.

- Natural Resource revenue is \$91,076 and is due to timber sales at Mohawk and Clendening.
- Oil and Gas revenue is \$1,282,233, an 11% increase over the prior year and due to commodity price increases.
- Park Revenue is \$344,670 compared to \$274,546 and is likely timing at this point in the year. Most of this revenue represents seasonal camping payments.

Operational expenses are \$1,188,440, an 8% increase over the prior year.

- Payroll expenses increased 8% over prior year, the 2022 pay increase was approved at 4%, and there were increased payouts for retirements/resignations and the first quarterly expense for the funding of HSA accounts.
- Operating equipment was \$93,486 or 323% increase over prior year. Operating equipment expenditures in January were MARCS radio, Grasshopper mower, and 2 golf carts.

#### Maintenance Assessment Fund

Maintenance assessment expenditures are \$230,840, down 49% from the prior year. This is due to timing of pay applications in shoreline and PWM grant requests. First half settlements will begin coming in later February or March.

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

### 5. PAYMENT OF BILLS

On motion by Mr. Sprang, seconded by Ms. Limbach, the report of the payment of bills for the period ending January 31, 2022, 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.

**6.01b SENECA MARINA AND TAPPAN MARINA | BOAT SALES AND SERVICE LEASE**

On motion by Mr. Moorehead, seconded by Mr. Gresh, lease agreements with OVB Marine Group, LLC dba Ohio Valley Boats for operations at Seneca and Tappan marinas, as recommended and set forth in the above memorandum, were approved.

**6.01c TAPPAN MARINA RESTAURANT CONCESSION AGREEMENT | AMENDMENT**

On motion by Ms. Limbach, seconded by Mr. Gresh, an addendum to Lease #9769-R with 250 Restaurant Group, LLC dba Waters Edge Kitchen + Bar, as recommended and set forth in the above memorandum, was approved.

**6.01d THE SALVATION ARMY (CAMP NEOSA) PROPOSED CHANGES TO LEASE AREA**

On motion by Mr. Moorehead, seconded by Mr. Gresh, proposed changes to the lease area for The Salvation Army Camp Neosa, as recommended and set forth in the above memorandum, were approved, contingent upon final review and approval of any engineering or other design plans, survey, and any associated lease documents.

**6.01e COTTAGE SITE LEASE RATE ADJUSTMENT FOR 2022**

Since February 1, 2000, all new and renewing MWCD cottage site leases have contained language that allows the Board of Directors to add an additional 0-4% discretionary adjustment over and above the annual Consumer Price Index (CPI) adjustment. A long-term goal, identified by the Board of Directors in 2001 and reaffirmed with the acceptance of the 2013 cottage site appraisal, was to achieve a 5% aggregate rate of return on the appraised value of all cottage sites.

For the year 2021, the Board of Directors, as recommended by the Board of Appraisers, elected to forego utilization of the 0-4% discretionary clause. Cottage site lease rates were increased 1.6% in 2021 in accordance with the annual rent adjustment provision, which is contained in all residential leases that adjusts lease rates using the percent change in CPI for the month of January of the year immediately preceding and January of the year in which annual rent is payable.

The 1.6% adjustment affected those lessees on 30-year leases by yielding projected revenue of approximately \$2,058,065 from new leases initiated since the year 2000, and approximately \$484,976 from new leases on the old rate. Of the 1,204 total leased lots, there are currently 916 lots in the current rate group, and 288 lots in the old rate group. Based upon the 2013 cottage area appraisal, the appraised value of the 916 lots is \$47,874,500. The resulting rate of return is 4.30%. Based upon the 2013 appraisal, the appraised value of the 288 lots is \$19,848,000. The resulting rate of return is 2.44%. For the 1,204 total lots, the combined resulting rate of return is 3.76%. Please reference the attached (*copy on file*) spreadsheet titled "2021 Summary-2022 Projection" for additional details.

Staff met with the Board of Appraisers on February 8, 2022, to discuss the above details with respect to determining the need to utilize the 0 - 4% discretionary lease clause in addition to the annual CPI lease provision adjustment for 2022. Staff advised the Board of Appraisers that the Bureau of Labor Statistics January 2022 CPI would be approximately 8.0%. The January 2022 CPI is 8.2%.

The Board of Appraisers discussed and accepted the analysis presented by staff and elected to forego recommending any discretionary adjustment in the cottage site lease rates for 2022 and utilize only the CPI increase.

This information is provided to the Board as a cottage site lease program update and requires no further action.

**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 FUND TRANSFERS**

On motion by Ms. Limbach, seconded by Mr. Moorehead, resolutions for fund transfers for the year 2021 to be presented to the Conservancy Court for consideration, 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 LEASE TECHNICIAN POSITION**

On motion by Ms. Limbach, seconded by Mr. Gresh, a new position of Lease Technician, as recommended and set forth in the above memorandum, was approved.

**6.04 MATTERS RELATED TO CONTRACTS AND PURCHASES | No business at this time**

**6.05 OTHER BUSINESS**

**ITEM 1 WATERWAYS SAFETY FUND: PADDLING ENHANCEMENT GRANT**

On motion by Mr. Gresh, seconded by Mr. Moorehead, three Resolutions of Authorization for application to the Waterways Safety Fund for kayak launch facilities, as recommended and set forth in the above memorandum, were adopted.

- Mr. Butler informed the Board that the Ohio Legislature recently passed House Bill 51 which allow flexibility to hold public meetings virtually through the end of June 2022.

## 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 January totaled \$1.27M (\$1,267,559.75) which was an approximate 20% increase in month-over-month revenue from December (\$1.05M).

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

### 7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- Staff was busy fielding calls and coordinating with our parks crews for issues that arose in and around our cottage areas from the recent snow/ice weather event. A big thank you to our crews for their efforts and response to the multiple issues, it is very much appreciated!
- County taxes have been coming in and staff has been working to confirm and process for payment. Currently all counties have been processed except for one remaining county.
- Several bid prospectuses were sent out for Timber Stand Improvement work. A total of 54 acres of Crop Tree Releases were sent out. A crop tree release is a pre-commercial practice that aids in rectifying species composition within stands by removing competition around pre-selected desirable trees. The procedure is being implemented in 15–20-year-old clear-cuts in what were once former pine stands. Another bid that was recently sent out and awarded was for a Midstory Removal. This practice involves removing intermediate, overtopped, and suppressed trees to allow increases of light to the forest floor. This practice is implemented in mature forests to aid in furthering the development of young oak seedlings into being larger and more competitive. Once the seedlings reach this more competitive state in ~10 years, the entire stand will be intensively harvested. This methodology is the shelterwood approach to forest management and is utilized to aid in the recruitment and development of oak forests in the future.
- A few timber sales were sent out to bid including a hardwood sale within the Mohawk region that consisted of 210,000 bdft. A pine sale in the Piedmont Lake Region that consisted primarily of white pine with intermixed yellow poplar, contained an estimated 399,000 bdft. These sales have a 1-year contract but should be harvested in 2022.
- Currently forestry has one active harvest operation near the Clendening Marina. The project is a coordinated effort which fulfills silvicultural goals as well as a clearing for a new Wastewater Treatment Plant. Improvements were also made within the park to enhance viewsheds.
- Staff is working with Stock Township at Tappan for a proposed turn-around area on MWCD land to aid the township in getting equipment in and out of a tight area to avoid crossing onto private property.

## 7.03 ENGINEERING REPORT

### MASTER PLAN IMPLEMENTATION (ONGOING)

#### Projects in Design

- Atwood Activity Center Renovations
- Clendening WWTP and Sewer Improvements
- Clendening Cabins, Laundry and Motel Demo
- Leesville North Fork WWTP and Sewer Improvements
- Tappan Welcome Center

#### Projects Under Construction

- **Pleasant Hill RV and Boat Storage Lot:** Project is substantially complete. Contractor working on punch list items. Final completion is scheduled for February 2022.
- **Seneca Marina Building Site Improvements and ADA Access:** Seawall is complete. Footers for new deck and roof structure have been poured. Final completion is scheduled for May 2022.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Contract was awarded to Tucson, Inc. Tree clearing and demolition is underway. Bank is being shaped for shoreline work. Final completion is scheduled for May 2022.
- **Tappan Park East Campground Lift Station Generator:** Waiting on generator delivery. Due to delays in production, final completion is now scheduled for February 2022.
- **Tappan Marina WWTP Generator:** Waiting on generator delivery. Due to delays in production, final completion is now scheduled for February 2022.

### DREDGING AND SHORELINE (ONGOING)

#### Dredging Program

- **Seneca Lake:** Dredging work is complete and the contractor is working on punch list items and final restoration work.

#### Dredging Program

- **Seneca Lake:** Project is Complete.
- **Atwood Lake:** Sheckler Excavating is working on this small excavation dredging project near Camille Road in the Atwood Village Cottage Area. Approximately 40% of the work is complete, and Substantial Completion is scheduled for March 2022.
- **Pleasant Hill Lake:** Shrock Premier Construction reached substantial completion in late January for this excavation dredging project at the Clearview Boat Club. Final restoration will be completed once weather and site conditions allow.

#### Shoreline Program

- **Atwood Pines Cottage Area and Area 1 Campground Shoreline:** Tucson, Inc., has completed the rock riprap work at the Area 1 Campground, and the rock and soil encapsulated lifts at Berwyn Drive. Rock riprap work at Menlo Drive is underway and substantial completion is scheduled for February 2022.
- **Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline:** Tucson, Inc., has completed the rock riprap and coir log work at the Sites Lake Cottage Area. Rock riprap work is underway at the Yacht Point cottage area, and substantial completion is scheduled for February 2022.
- **Seneca Marina Shoreline:** This shoreline project has been combined with the Marina Building Site Improvement and ADA Access project discussed above in Master Plan.

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

### **Mohawk Dam**

- Project post-implementation evaluation is underway.

### **Zoar Levee**

- The demonstration section for the cutoff trench will be redone with modified mix designs.

### **Magnolia Levee**

- The Project Partnership Agreement (PPA) remains under review at USACE headquarters.

**Strategic Planning:** Mr. Slogar informed the Board that four responses were received from the letters of interest that were mailed on January 3. Staff will be meeting with two of the firms in the next few weeks.

## **7.04 CONSERVATION REPORT**

Kathryn Suggs, the newly hired Water Quality Coordinator has joined the Conservation team and will be coordinating our water sampling at our beaches during the recreational season.

Conservation is assisting MWCD Natural Resources and Land Management in their efforts to evaluate the conservation value of existing timber stands as well as a number of smaller acreage parcels located throughout the District.

MWCD Conservation is proud to be a financial supporter of the Ohio Wetlands Association's annual conference. This year's conference is being held at Salt Fork State Park, March 24-26 and will cover a wide variety of topics focused on wetlands and vernal pools.

MWCD Conservation is also a corporate level supporter of the Eastern Ohio Grazing Council. This is a partnership between Carroll County SWCD and NRCS with the mission of education and promoting the value of rotational grazing, soil conservation and pasture health. Funding for these sponsorships is included in the 2022 Conservation Budget.

Conservation is finalizing the formation of our Strategic Advisory Committee. This group is a cross section of State, Federal, MWCD Board members and Executives. This group will draw upon the diversity of agency resources and expertise to identify areas of conservation need within the watershed and strengthen partnerships.

## **7.05 RECREATION REPORT**

### **MARINAS REPORT**

- Ongoing – Discussion with Tappan Volunteer Fire Department for acquiring the building across from the Tappan Marina. Appraisal of building and land is being conducted.
- Ongoing - Continued communication with leased marinas on action items for the 2022 season.

### **PARKS REPORT**

- Glamping and other unique camping opportunities are being explored for the 2022/2023 seasons. Meeting with General RV to discuss options for extended partnership.
- Ongoing – Continued communication with contracted vendors on action items for the 2022 season
- Ongoing – "Safety in the Parks" – Cameras for Seneca Park, Seneca Marina, and Piedmont Marina have been ordered. Installation of cameras in early 2022.

- Ongoing – Trails Development and Maintenance throughout the District. Internal meetings to discuss what trails need attention and what trails can be added on to for points of interest.
- Ongoing – Master Plan Phase II - Amenities for parks are being discussed and finalized in order to begin the bid and construction process.
- Ongoing – “Sustainability in the Parks” Recycling of scrap metals has begun within parks along with conversations on shrink wrap recycling from boats.

Mr. McCleaster also reported that the Waters Edge Kitchen + Bar at Tappan Marina is planning an April 6 opening.

## **7.06            MARKETING/COMMUNICATIONS REPORT**

### **ONGOING PROJECTS**

- OPRA Conference
- Website redesign: in progress
- Park and Marina brochure updates for 2022
- Boat/cabin rental rack card updates for 2022
- Assisting with spring lottery system for seasonal camping
- Updates to website/social media
- Planning marketing/advertising for 2022

### **OUTREACH COORDINATOR PROJECTS**

- DAC
- Litter campaign
- Lakeviews
- Annual Report

### **COMMUNITY PRESENTATIONS**

- December 21, 2021: Cambridge Kiwanis Club
- January 13: Cambridge Lion’s Club
- February 15: OMEGA Quarterly Meeting

### **PUBLICATIONS IN JANUARY**

- Compass Magazine
- Ohio Magazine
- Amish Country Magazine

### **PROMOTIONS/EVENTS IN JANUARY**

- Pop-up snowshoe events
- Valentine’s Day promo for Pleasant Hill cabins

### **PRESS RELEASES IN JANUARY**

- January 13, 2022: 934 acres of Coshocton Forest Extension preserved

### **AFFILIATIONS/ MEMBERSHIPS**

- Ohio Travel Association
  - Board Member



- Tuscarawas County Chamber of Commerce
  - Board Member, Governance Council (Term expires December 2021)
- Adventures in NE Ohio
  - Immediate Past President (Term expires December 2021)
- Tuscarawas County Convention and Visitors Bureau
  - Board Member
- Cambridge/ Guernsey County Visitor Convention Bureau
  - Board Member
- Ohio Parks and Recreation Association
  - Communication Chair for OPRA Conference

Ms. Bergeron informed the Board that “Adventure BINGO Challenge” was recently launched. Each season a new BINGO board with a list of outdoor activities will be released. The winter challenge is open through March 19. Participants need to complete five activities from the BINGO board, in any order, to be entered for a chance to win an MWCD adventure package.

**7.07 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 January 31, 2022, 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 11:15 a.m. to discuss matters related to ORC §121.22 (G) (1) Employment and (2). On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes, and Mr. Sprang-yes. The executive session ended at 12:30 p.m.

On motion by Ms. Limbach, seconded by Mr. Moorehead: upon appropriate review and consideration the Board affirms the disciplinary decision of the Executive Director regarding the recent appeal filed by a former MWCD employee and further authorizes the President to produce a written response on behalf of the Board as required by personnel policy.

**10. ADJOURN**

There being no further business, on motion by Mr. Gresh, seconded by Ms. Limbach, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, March 18, 2022, at 9:00 a.m., at Kent State University Tuscarawas.