

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the MWCD Main Office via Teleconference  
February 26, 2021, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held via Teleconference on Friday, February 26, 2021, 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, February 25, 2021. Members of the public were also advised that comments would not be accepted after 5:00 p.m., February 25. 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, Mary Burley, Craig Butler, Jim Cugliari, Steve Demuth, Wendy Derr, Lynn Gilland, Scott Heller, Brad Janssen, Michael Mahaffey, Ryan McCleaster, Anna Miller, Karen Miller, Tricia Miller, Jonathan Mizer, Becky Oakes, Jared Oakes, Matt Ott, Boris Slogar, Eric Stechschulte, Mark Swiger, Matt Thomas, Jeff Yohe, Nate Wilson, and Ethan Zucal.

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

Also in attendance for all or portions of this meeting (*electronically*) were: Dana McDaniel (*MWCD Development Advisory Committee*); J.D. Long (*Harrison News Herald*); Terry Fercana and Stefanie Smith (*Environmental Design Group*); and Julie Bickis.

Mr. Butler reported that two (2) public comments/inquiries were received as follows:

- Linda Davison, a Tappan Lake resident, has inquired about opening of the dead end of Johnson Hill Road for parking and turnaround purposes. The road was closed years ago and creates a hardship for residents who need to access their docks as there is nowhere to park. Staff will be working with the residents of that area to resolve their issue.
- John Blakeley expressed concerns about conditions at the Atwood Pines swimming beach area. Staff will be meeting with Mr. Blakeley to discuss resolution to their concerns for that area.

**3. APPROVAL OF MINUTES**

On motion by Mr. Sprang, seconded by Ms. Limbach, the minutes of the January 22, 2021, meeting of the Board of Directors were approved.

#### 4. FINANCIAL

Mr. Cugliari presented the financial report for the one-month period ending January 31, 2021. The total Base Operating Income is \$82,933 compared to a loss of (\$288,365) in 2020.

Total Operating Revenues are \$1,181,445 compared to \$1,002,786 in 2020 or up 18% from 2020. The main increase in revenue is the Oil & Gas line item and the Parks line item.

Total Operating Expenses are \$1,098,513 compared to \$1,291,151 or down 15% from 2020.

Maintenance Assessment Fund expenses are up from 2020 mainly in the area of PWM payments and Shoreline Protection. Assessment revenue collections will begin to come in either later in February or early March.

It is recommended that the Board approve the Financial Report for the period ending January 31, 2021.

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. Moorehead, the report of the payment of bills for the period ending January 31, 2021, was approved as presented.

#### 6. BUSINESS

##### 6.01a LEASE TRANSACTIONS

On motion by Mr. Maupin, 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 ATWOOD ACTIVITY CENTER AND BEACH CONCESSION AGREEMENTS

On motion by Mr. Sprang, seconded by Mr. Maupin, agreements for operation of the Atwood Activity Center and Beach Concession, as recommended and set forth in the above memorandum, were approved.

##### 6.01c COTTAGE SITE LEASE RATE ADJUSTMENT FOR 2021

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 increase 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 2020, the Board of Directors elected to forego utilization of the 0-4% discretionary clause, as recommended by the Board of Appraisers and MWCD staff. Cottage site lease rates were increased 2.5% in 2020 in accordance with the annual rent adjustment provision, which is contained in all residential leases that increases lease rates using the percent change in CPI from January 2019 compared to January 2020. The 2.5% increase affected those lessees on 30-year leases by yielding revenue of \$1,986,390 from new leases initiated since the year 2000. Of 1204 total leased lots, there are 901 lots in this group. Based upon the 2013 cottage area appraisal, the appraised value of the 901 lots is \$46,837,500. The resulting rate of return is 4.24%

Staff met with the Board of Appraisers on December 16, 2020 and 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 2021. Staff advised the Board of Appraisers that the Bureau of Labor Statistics January 2021 CPI would likely be between 1.5%-2%. The January 2021 CPI is 1.6%.

For 2021, staff suggested to the Board of Appraisers that lease rates are aligned with projected goals of the leasing program, based upon the projected 1.5%-2% CPI rate adjustment, and that no additional increase in lease rates is necessary through utilization of the 0-4% lease discretionary clause at this time.

The Board of Appraisers accepted the analysis presented by staff and to forego recommending any discretionary increase in the cottage site lease rates for 2021 and utilize only the CPI increase of 1.6%.

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

Mr. Sprang suggested that a 3-year schedule of reappraisal be considered for the cottage site areas. In addition, a similar process for evaluating rates for infrastructure improvements. Staff will present this information to the Board of Appraisers for their consideration.

**6.01d PLEASANT HILL – FIRELANDS ELECTRIC COOPERATIVE EASEMENT**

On motion by Mr. Maupin, seconded by Mr. Moorehead, an easement with Firelands Electric Cooperative for a proposed underground electric line at Pleasant Hill, 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 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 WATERWAYS SAFETY FUND: PADDLING ENHANCEMENT GRANT**

On motion by Ms. Limbach, seconded by Mr. Sprang, proposed Resolutions of Authorization to apply for and enter into a grant agreement for accessible kayak launch facilities at Atwood, Pleasant Hill, and Tappan lakes, as recommended and set forth in the above memorandum, were adopted.

There was some discussion relative to proceeding with installation of these types of ADA projects fully funded by MWCD. Mr. Moorehead mentioned some concerns for difficulties he has experienced relative to parking at the Seneca accessible launch site.

**6.02c TRAILS PROGRAM: CLEAN OHIO TRAILS FUND**

On motion by Mr. Maupin, seconded by Mr. Sprang, the proposed Resolution of Authorization to apply for and enter into a grant agreement for construction of a trail at Tappan Reservoir, as recommended and set forth in the above memorandum, was adopted.

**6.02d FUND TRANSFERS**

On motion by Mr. Sprang, seconded by Ms. Limbach, fund transfers for the 2020 budget, as recommended and set forth in the above memorandum, were approved for presentation to the Conservancy Court in June 2021. (Mr. Moorehead – abstain).

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b RECREATION ORGANIZATIONAL CHANGES**

On motion by Mr. Sprang, seconded by Mr. Maupin, proposed organizational changes for the Recreation staff, as recommended and set forth in the above memorandum, were approved.

**6.03c PERSONNEL POLICY REVISION – BUSINESS TRAVEL/MEAL EXPENSES**

Members of the Board received a copy of a proposed revised Personnel Policy No. 602, “Business Travel/ Meal Expenses.” The policy was formerly entitled Travel and Meal Reimbursement.

The Finance Department and Human Resources staff, with input from department managers, have made revisions to the policy that include the following:

Use of the current United States General Services Administration (GSA) schedules for meals and incidentals expenses (M&IE) and lodging expenses found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Use of an Overnight Travel Request Form to be turned in and approved prior to overnight travel.

The proposed revisions have been reviewed and approved by MWCD legal counsel.

The policy is presented this month for review and comment only and will be presented at the March Board meeting for approval.

**6.04a ATWOOD CEMETERY BAY CONNECTOR TRAIL**

At the November 2020 meeting, the Board authorized the bid and award of the Atwood Lake Cemetery Bay Connector Trail Project. The engineer’s estimate is \$615,000.00. Bids were received on February 11, 2021, with the following results:

Contractor	Base Bid	Alternate #1
Shrock Premier Custom Construction, Loudonville	\$630,000.00	\$22,878.04
Red Malcuit Inc., Strasburg	\$635,244.50	\$18,164.00
Tucson Inc., New Philadelphia	\$642,577.00	\$13,107.40
Glenn O. Hawbaker, State College, PA	\$679,765.60	\$36,133.50
Cavanaugh Building Corporation, Akron	\$752,690.00	\$16,002.00
Vizmeg Landscape, Stow	\$800,000.00	\$24,152.00
Eclipse Company, Chagrin Falls	\$801,151.50	\$23,275.00

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Shrock Premier Custom Construction in the amount of \$652,878.04. This includes the base bid and Alternate #1 - asphalt pavement for trailhead parking lot on State Route 542.

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

**6.04b LEESVILLE NORTH FORK MARINA FUEL SYSTEM UPGRADE**

At the January 2021 meeting, the Board authorized the re-bid and award of the Leesville Lake North Fork Marina Fuel System Upgrade Project. The engineer’s estimate is \$142,500.00. Bids were received on February 11, 2021, with the following results:

Contractor	Total Bid
A. Graziani and Company, New Castle, PA	\$146,475.00

The bid was reviewed and deemed to be acceptable. A contract will be executed with A. Graziani and Company in the amount of \$146,475.00.

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

**6.04c TAPPAN PARK EAST CAMPGROUND LIFT STATION GENERATOR**

On motion by Ms. Limbach, seconded by Mr. Maupin, a request to advertise for bids and award a contract for the Tappan Park East Lift Station Generator project, as recommended and set forth in the above memorandum, was approved.

**6.04d TAPPAN DEERSVILLE RIDGE ROAD RV AND BOAT STORAGE LOT**

On motion by Mr. Maupin, seconded by Mr. Moorehead, change orders for the Tappan Deersville Ridge Road RV and Boat Storage Lot Project, as recommended and set forth in the above memorandum, were ratified.

**6.04e TAPPAN MARINA WWTP GENERATOR**

On motion by Ms. Limbach, seconded by Mr. Maupin, a request to advertise for bids and award a contract for the Tappan Marina Wastewater Treatment Plant Generator project, as recommended and set forth in the above memorandum, was authorized.

**6.05 2020 GOALS REVIEW/2021 PROPOSED GOALS**

The 2020 goals and proposed 2021 proposed goals were reviewed and discussed..

**6.06 OTHER BUSINESS**

**DEVELOPMENT ADVISORY COMMITTEE APPOINTMENT**

On motion by Ms. Limbach, seconded by Mr. Sprang, appointment of Bob Asept to the Development Advisory Committee for a term ending December 31, 2023, as recommended and set forth in the above memorandum, was approved.

Mr. Butler provided the following updates:

- Small group virtual meetings have been initiated in which staff has an opportunity to meet with Mr. Butler (“Connecting with Craig”) and ask questions in an informal setting.
- The Board will meet with David Mustine, consultant working with MWCD on revamping the conservation element of its operations. This meeting will be held on March 4, 10:00 a.m. to 2:00 p.m. at the Carlisle Inn, Sugarcreek.
- At the recent Development Advisory Committee, there was discussion about establishing sub-committees to enhance the participation of DAC members. Ethan Zucal, Engagement and Outreach Coordinator, will be working with DAC members to get the sub-committee appointments completed.
- Staff is working on preparations and promotions for the season opening, April 1.
- There are plans to establish a Camper Advisory Committee to enhance communications with that user group.
- There will be an audit of the District’s fleet management program in the upcoming months.

**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 \$616,796.02 which was a 4% increase in month-over-month revenue from December (\$590,723.44).

7.02 ENGINEERING REPORT

**MASTER PLAN IMPLEMENTATION (ONGOING)**

**Projects in Design**

- Atwood Activity Center Renovations Preliminary Design
- Clendening WWTP and Sewer Improvements
- Leesville North Fork and South Fork WWTP and Sewer Improvements
- Seneca Marina Building Deck Expansion
- Tappan Welcome Center
- Park Amenity and Activity Survey

**Projects Under Construction**

- **Piedmont Water Treatment Plant and SCADA:** The plant is operational and the water tank has been filled.
- **Seneca Lake Marina Point Campground Redevelopment Phase 2:** Tucson is finishing the new boat ramp in the campground. The card gate access has been installed and programmed. The restrooms and shower house are complete. Substantial completion is scheduled for March 2021.
- **Tappan Marina Renovations:** Masonry walls are being formed. Roof sheathing and dormers are being constructed. Glulam trusses will be delivered the week of February 21. Substantial completion is June 2021.
- **Tappan Marina Sanitary Sewer and WWTP Improvements:** Wastewater treatment plant tank installation is completed. Construction of sanitary lift station and piping to serve the marina is underway. Substantial completion is April 2021.

**Dredging Program**

- **Seneca Lake:** Construction of the peninsula settling basin is complete, and we are waiting to receive ODNR approval to begin pumping dredged material into the basin. Substantial completion for the dredging work is planned for summer 2021.
- **Atwood Lake North Shore Cottage Area:** The MWCD Heavy Equipment Crew completed dredging the material from the lakebed. The remaining material that was stockpiled for dewatering will be hauled to the disposal site in the coming weeks, and final restoration will be completed this spring as weather conditions allow.

**Shoreline Program**

- **Pleasant Hill Loudonville Wildlife Club Area:** Mark Haynes Construction has completed installation of the rock riprap and live stake plantings, and the project has reached substantial completion. Final restoration work will be complete this spring as weather conditions allow.
- **Seneca Lake Churchman Point Phase 2:** Mason Dixon Energy Services has completed installation of the rock riprap and live stake plantings, and the project has reached substantial completion. Final restoration work will be complete this spring as weather conditions allow.
- **Atwood Lake - North Shore Cottage Area:** The MWCD Heavy Equipment Crew has completed all the rock riprap on this project. Final restoration will be completed as weather conditions allow.

- **Atwood Lake** – The Atwood Park Beach shoreline project and the Anchor Lane project in the Glens Cottage Area have both been completed. The third project along Cherry Lane in the Glens has just begun and is expected to be complete by the end of February. Final restoration of each site will be completed later this spring.

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

##### **Mohawk Dam**

- The contractor, DRS Enterprises, has completed drilling the relief wells and is currently performance testing.

##### **Zoar Levee**

- The contractor, DRS Enterprises, received a limited Notice to Proceed from USACE to get working on soil sampling and mix design for the filter media.

##### **Magnolia Levee**

- Plans and specifications are progressing and are anticipated to be completed in June. The Project Partnership Agreement (PPA) with MWCD is under review at USACE and is expected to be provided to MWCD in the next few months.

#### **7.03 RECREATION REPORT**

##### **MARINAS**

- Ongoing - Tappan Restaurant Lease Agreement discussion with lessee for the 2021 season.
- Operational Audits continue this month for all marinas. Proposed organizational changes has been submitted for Board approval which includes the Deputy Chief of Marinas position.

##### **PARKS**

- WhoaZone operational meetings held to prepare for the 2021 season at Atwood and Pleasant Hill.
- Ongoing discussion for potential of Alive Music Festival in 2021 season. More details will be available in upcoming months.
- Glamping options continue to be discussed with the team. Atwood has been identified as first park to test the marketability of glamping for the District. Site selection is underway for 2021 season.
- HFP racing events meetings held to continue discussions on event and park operations for the 2021 season.
- Operational Audits continue this month for all parks. Park Managers will be reaching out to local health department officials to discuss operations during the 2021 season.

#### **7.04 MARKETING/COMMUNICATIONS REPORT**

##### **ONGOING PROJECTS**

- Website redesign: in progress
  - Integrating photos into the new site
- Park and Marina brochure updates for 2021
- Boat/ cabin rental rack card updates for 2021
- Assisting in implementation of MP Phase 2 survey and Focus Groups
- Assisting with spring lottery system for seasonal camping (virtual)
- Updates to website/ social media
- Planning marketing/ advertising for 2021
- HFP Racing
- Whoa Zone



**OUTREACH COORDINATOR PROJECTS**

- Litter campaign
- Winter edition of Lakeviews
- Annual Report

**PUBLICATIONS IN JANUARY**

- Compass Magazine
- Ohio Magazine
- Amish Country Magazine

**INTERVIEWS IN JANUARY**

- Times Reporter: January 1: Master Plan improvements
- Canton Repository: January 1: Master Plan improvements
- WTUZ (Tuscarawas County) January 8: Focus Group/ Amenities Survey
- WJER (Tuscarawas County) January 11: Focus Group/ Amenities Survey
- WHBC (Canton) January 14: Focus Group/ Amenities Survey
- WJER (Tuscarawas County) January 26: HFP Racing
- WTUZ (Tuscarawas County) January 26: HFP Racing

**PRESS RELEASES IN JANUARY**

- January 7, 2021: MWCD Seeks Public Input to Plan for Future Amenities
- January 22, 2021: HFP Racing and MWCD partner to bring multi-sport racing back to Ohio

**E-BLASTS IN JANUARY**

- Focus Group E-blast: January 5
- Survey E-blast: January 13

**AFFILIATIONS/MEMBERSHIPS**

- Ohio Travel Association
  - Board Member
  - 2020 Board Chair of Ohio Conference on Travel
- 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

## 8. SUBDISTRICTS

### 8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Mr. Maupin, seconded by Ms. Limbach, the report of the payment of bills for the period ending January 31, 2021, for the Chippewa Subdistrict, was approved as presented.

**A BRIEF TECHNOLOGY DEMONSTRATION (“Mentimeter”) BY STEPHANIE SMITH, ENVIRONMENTAL DESIGN GROUP, WAS PRESENTED AT THIS TIME.**

## 9. EXECUTIVE SESSION

On motion by Mr. Maupin, seconded by Ms. Limbach, the Board of Directors entered executive session at 11:50 a.m. to discuss matters related to ORC §121.22 (G) (1) Employment. On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 12:39 p.m.

## 10. ADJOURN

There being no further business, on motion by Mr. Sprang, seconded by Ms. Limbach, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, March 26, 2021, at 9:00 a.m.

*02.26.2021, km*  
*Approved 03.26.2021*