

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at Kent State University Tuscarawas  
January 27, 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, January 27, 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: James Gresh, Joanne Limbach, Gordan Maupin, and Robert Moorehead. Mr. Moorehead, President of the Board of Directors, presided. On motion by Ms. Limbach, and seconded by Mr. Maupin, Ronald Dziedzicki was excused.

MWCD staff in attendance were Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler, Jamie Carlisle, James Crandall, Brad Janssen, Dave Lautenschleger, Ryan McCleaster, Anna Miller, Jonathan Mizer, Boris Slogar Matt Thomas, and Jeff Yohe.

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

Also, in attendance for all or portions of this meeting were: Cara Dingus Brook and Holly Shelton (*Foundation for Appalachian Ohio*), and Shelia Hurley (*MWCF*).

Cara Dingus Brook and Holly Shelton of Foundation for Appalachia Ohio addressed the Board regarding the mission of their organization and potential partnering with MWCD. Ms. Dingus Brook stated that FOA has been in existence for 25 years and in that time has established a foundation in every Appalachian County in Ohio. The organization is focused on promoting and supporting philanthropy in the region. They provide grants that cut across multiple pillars. Their primary area of focus in regard to partnering with MWCD is Environmental Stewardship. Ms. Shelton spoke to the nature of the partnership between FOA and MWCD. The partnership agreement would establish a fund of \$5 million dollars that would be awarded as grants to organizations that were pursuing environmental projects in scope. MWCD would be involved in the grant approval process.

Sheila Hurley provided a December recap of Muskingum Watershed Conservancy Foundation's activity. Ms. Hurley announced that the annual appeal letters were sent out. She also stated that MWCD staff received paperwork for payroll deduction donations to the Foundation. Further, she gave an update on the Butch Heavilin Memorial Dog Park Fund, they currently have raised \$8,100. The overall goal is to raise roughly \$30,000. Ms. Hurley also announced that MWCF and ENCINO continue to work on a MOU which would have a term of 5-8 years.

**ITEM 6.02e—Foundation for Appalachia Ohio (FOA) (*Was moved ahead of other business matters of meeting due to the availability of members of Foundation for Appalachian Ohio to discuss the presented agreement.*)**

Cara Dingus Brook and Holly Shelton of Foundation for Appalachian Ohio presented the proposed agreement.

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

**3. APPROVAL OF MINUTES**

On motion by Ms. Limbach, seconded by Mr. Gresh, the minutes of the December 15, 2022, meeting of the Board of Directors were approved.

#### 4. FINANCIAL

Mr. Crandall presented the financial report for the twelve-month period ending December 31, 2022. The total operating income is \$37,910,739 compared to \$12,644,652 in 2021. Operating income excluding the Utica shale royalties was \$1,722,918.

The operational revenue is \$56,370,747 or 181% of budget, compared to \$29,192,172 or 122% of budget in 2021. Operational revenue excluding the Utica shale royalties was \$20,182,926, 104% of budget.

- General Administration/Support ended the year with \$1,056,899 (97% of budget). Interest income was \$855,952, which fell short of budget at 97%.
- Natural Resources and Land Management ended the year at \$4,729,821 (124% of budget).
  - Agricultural operations exceeded budget, \$265,072 of revenue for the year (183% of budget).
  - Timber and Pine revenue was under budget, \$342,465 of revenue for the year (90% of budget).
  - Cottage Site Revenue exceeded budget, \$2,816,756 (106% of budget)
  - Club sites and multiple docks exceeded budget, \$597,597 (107% of budget.)
- Park Operations ended the year with \$10,919,280 of revenue which fell just short of budget and was an increase of 7% over the prior year. See further analysis in the 4<sup>th</sup> quarter Park and Marina net income analysis.
- Marina Operations ended the year with \$3,279,905 of revenue (94% of budget) and was a 2% increase over the prior year.

Operational expenses ended the year at \$18,460,008 (91% of budget), and a 12% increase over the prior year. All departments did an excellent job of controlling expenditures throughout the year in an inflationary environment. The year-end 5% inflationary wage adjustment is included in the operational expenses, which led to wage increase of 10.8% over the prior year.

#### Maintenance Assessment Fund

Maintenance Assessment revenue is \$6,026,967, 98% of budget. Expenditures are \$4,842,115, 64% of budget. This is a decrease in expenses of 9% compared to the prior year.

The financial performance of the conservancy district was excellent in 2022. As we move into 2023, we will be paying close attention to our park and marina reservation data, and how the overall economy is affecting our operational income and expenses.

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

#### 5. PAYMENT OF BILLS

On motion by Ms. Limbach, seconded by Mr. Maupin, the report of the payment of bills for the period ending December 31, 2022, 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 SHORT TERM WATER SUPPLY | TAPPAN LAKE**

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

**6.01c DONATION OF MINERALS AND AMENDMENT TO TAPPAN OIL AND GAS LEASE**

On motion by Ms. Limbach, seconded by Mr. Maupin, proposed donation and amendment, as recommended and set forth in the above memorandum, were approved.

**6.01d SENECA LAKE WASHINGTON ELECTRIC COOPERATIVE, INC. EASEMENT**

On motion by Ms. Limbach, seconded by Mr. Maupin, proposed permanent easement, 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 USE OF CREDIT CARDS QUARTERLY REPORT**

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

**6.02c CREDIT ACCOUNT REWARDS YEARLY REVIEW**

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

**6.02d BUDGET ADJUSTMENTS**

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

**6.02e FOUNDATION FOR APPALACHIAN OHIO (FAO)**

On motion by Ms. Limbach, and seconded by Mr. Gresh, proposed agreement, as recommended and set forth in the above memorandum, was approved. *This Item was presented prior to the Approval of Minutes. Item 6.02e is listed earlier in this Summary of Minutes when it was actually presented and voted on. This reutterance serves as a cross-reference.*

**6.02f DEEP SHALE ROYALTY REVENUE DISTRIBUTION | 2022 REALLOCATION**

On motion by Mr. Gresh, seconded by Ms. Limbach, proposed adjustments to allocations, as recommended and set forth in the above memorandum, were approved.

**6.02g FEDERAL AWARD POLICIES**

On motion by Ms. Limbach, seconded by Mr. Maupin, proposed operational policies, as recommended and set forth in the above memorandum, were approved.

**6.02h CHARLES MILL AND ATWOOD MARINA RECYCLING INITIATIVE**

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

**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 MARKETING AND PROGRAMMING POSITIONS**

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed new position descriptions and organizational charts, as recommended and set forth in the above memorandum, were approved.

**6.04a CLENDENING LAKE MARINA WASTEWATER SYSTEM PROJECT BID AND AWARD RESULTS**

No Board action required.

**6.04b PLEASANT HILL LAKE AMENITY AND ACTIVITY AREA PROJECT BID AND AWARD RESULTS**

No Board action required.

**6.04c TAPPAN LAKE EAST AND WEST SHORE COTTAGE AREA SHORELINE STABILIZATION PROJECT BID AND AWARDS RESULTS**

No Board action required.

**6.04d CHARLES MILL LAKE SHORELINE PROJECT FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST**

On motion by Mr. Maupin, seconded by Ms. Limbach, proposed ratification of change orders, as recommended and set forth in the above memorandum, was approved.

**6.04e PURCHASE OF PICNIC TABLES AND FIRE RINGS**

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

**6.04f GOLF CART RENTALS AGREEMENT—PLEASANT HILL LAKE PARK**

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

**6.04g FIREWORKS BIDS**

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

**6.04h 2023 CAMPGROUND RULES**

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed revised 2023 campground rules, as recommended and set forth in the above memorandum, were approved.

**6.05 2022 PRIORITY GOALS 4<sup>TH</sup> QUARTER UPDATE WAS MOVED TO THE FEBRUARY 17, 2023 MEETING OF BORD OF DIRECTORS**

**6.06 OTHER BUSINESS**

**OTHER BUSINESS ITEM 1 CYPRESS CONSULTING CONTRACT**

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

**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 November totaled \$3.48M (\$3,477,488.62) which was an approximate 6% decrease in month-over-month revenue from November (\$3.68M).

**Note:** *Five (5) new wells were added at Leesville Lake, taking the total wells from 103 to 108.*

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. Several meetings have taken place and revisions to the final layout and addendum are ongoing. Parallel to this effort we continue to discuss our communication plan for stakeholders.
- The Pilot Tree Removal Assistance Program kicked off at the beginning of the new year. Communication to Charles Mill and Pleasant Hill lessees took place in December of 2022. So far in 2023 we have received a total of 6 applications for assistance which we are currently reviewing for approval.
- Leesville outer boundary marking and signage is ongoing and nearly completed. Trees are marked with paint at approximately 40-60 feet. Signs which indicate private property, and the location of hunting areas are also hung on MWCD posts. GPS units are utilized to collect data on the condition of MWCD

posts and to note significant encroachments. When certain portions of boundary lines are not easily identified, staff works with engineering to get these areas surveyed.

- Preparations have begun by Leases staff for our annual spring mailings as well as annual spring meetings for cottage lessees as well as associations/clubs.

### 7.03 ENGINEERING REPORT

#### MASTER PLAN IMPLEMENTATION AND RECREATION IMPROVEMENT (ONGOING)

##### Projects in Design

- **Clendening Marina Building and Site Improvements**
- **Clendening Cabins and Water Plant**
- **Leesville North Fork WWTP and Sewer Improvements**
- **Pleasant Hill – Covert Road Culvert Replacement**
- **Atwood Main Launch Ramp Pavement Improvements**
- **Seneca – Sunset Drive Pavement Improvements**
- **Seneca – St. Andrews Pavement Improvements**

##### Projects Under Construction

- **Charles Mill Sites Lake 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.
- **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. Shop drawings are being submitted and reviewed. Substantial completion is scheduled for April 2024.
- **Piedmont Reynolds Road Launch Ramp Parking:** Contractor is currently waiting for the CXT restroom and light pole deliveries, which are expected between mid-February and early 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:** Site work has begun, and Contractor plans to have underground conduit installed and concrete pad poured within the next week. Substantial completion is scheduled for April 2023.
- **Pleasant Hill Lake Park Amenity and Activity Area:** Project was awarded to Stanley Miller. Shop drawings are being submitted and reviewed. Substantial completion is scheduled for May 2023.
- **Seneca Marina Lift Station Generator:** Contractor has not been back to the site in the last month but plans to have the concrete generator pad installed in January. Substantial completion is scheduled for April 2023.
- **Seneca Beach and Marina Point Amenity and Activity Areas:** Project is out for bid.
- **Tappan Marina Building Backup Generator:** Shop drawings are being submitted / reviewed for the long lead time items. Substantial completion scheduled for November 2023.
- **Tappan Lake – Beach Concession / Restroom Upgrade:** Project is out for bid.

#### DREDGING AND SHORELINE (ongoing)

##### Dredging Program

- **Leesville Glens Cottage Area Dredging & Shoreline Stabilization:** This project has been awarded to Stanley Miller Construction. Site access and clearing and grubbing work has begun, and Substantial Completion is scheduled for March 2023.

##### Shoreline Program

- **Atwood Lake – Arrowhead Cottage Area:** Proposals were received in December, and the project was awarded to Cardno (Stantec). The project is scheduled for construction during this winter’s annual drawdown.
- **Leesville Lake South Fork Marina:** Construction of this 500-foot project at the South Fork Marina will be performed by MWCD’s heavy equipment crew. Work is scheduled to begin in January and will be substantially complete by March 1<sup>st</sup>.
- **Tappan Lake East Shore / West Shore Cottage Area Shoreline:** Bids were received in December, and the project was awarded to Tucson, Inc. Work has recently begun, and the substantial completion is scheduled for April 2023.

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

##### **Zoar Levee**

- Substantial project completion has been reached with minor items to be wrapped up in the next few months. (No change since last month’s update.)

##### **Magnolia Levee**

- The Project Partnership Agreement (PPA) is under review by USACE. (No change since last month’s update.)

#### **7.04 CONSERVATION REPORT**

##### **Coshocton Forest Reclamation**

Conservation is coordinating the preliminary planning phase of the reclamation of surface mine lands on our Coshocton Forest property at Wills creek. All funding for the construction and contouring of the targeted areas will be part of the federal \$11.293 billion earmarked for Abandoned Mine Reclamation Fund. ODNR- Division of Mineral Resource Management will coordinate contractors and engineering design work. There will be no construction costs to MWCD.

This multi-year project supports the strategic initiatives of conservation by improving water quality and creating healthier and more diverse ecosystems in the area.

##### **Rural Action Partnership**

Conservation is working with Rural Action and Civil & Environmental Consultants (CEC) to develop a set of online tools that will help prioritize a “conservation value” of sub-watersheds and properties around our reservoirs. This tool will help streamline the decision-making process for the executive team when properties come onto the market. This will also help guide our conservation efforts within the watershed as our program expands and we support local communities and producers.

##### **OSU capstone course – Kokosing River Watershed**

Conservation gave a presentation to an OSU capstone course, Environment and Natural Resources Management. This course takes a multi-disciplinary approach to important issues involving humans and their impacts on the natural environment. As part of the requirements of this course, students will be focusing on the Kokosing River Watershed. MWCD Conservation will provide monitoring equipment, training, and expertise for assessing the water quality within the watershed. This effort supports our strategic commitment to water quality and catalyzing collaboration efforts.

#### **7.05 RECREATION REPORT**

##### **Marinas Report**

- Marina Managers are preparing for the 2023 season with compiling a project list of items in need of attention within their marinas. Emphasis has been placed on the strategic vision of the District and the department for Reimagine Recreation. Meetings for merchandise inventory and dock expansions (Seneca) have been held over the past month.

- Leased marinas projects continue with tree trimming, shoreline stabilization, and public launch ramp improvements. Engineering and Recreation have met with operators at Leesville, Atwood, and Charles Mill for discussions on these projects.

#### **Parks Report**

- Park Managers are preparing for the 2023 season with compiling a project list of items 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 rental program continues with internal staff.
- Phase III inventory on outstanding miscellaneous projects continue to be gathered by staff. A project dashboard will be created in order to develop a timeline for potential completion dates.
- Continue to explore Glamping Consultants to assist in a Market Impact Analysis for glamping in the District. A few proposals have been received and a decision to execute will be decided by the end of January 2023. Other unique camping opportunities such as RV rentals (2 campers) are being finalized for 2023 season at Atwood with General RV.
- Researching and scheduling meetings with numerous software companies on Customer Experience opportunities to enhance our touchpoints of engagement within our District.
- The trails department has made some significant improvements over the past month. Projects include improving the viewshed by thinning the trees below the Atwood Park observation tower, a large order of trailhead and interpretive signs for multiple parks, and a new equine trail and creek crossing that allows riders to travel between Pleasant Hill Park and Malabar State Farm. The connector trail between the two entities was previously destroyed by tornadoes in June of 2022.

(Copies of pictures on file)

#### **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 2022
- Boat/ cabin rental rack card updates for 2022
- Updates to website/ social media
- Planning marketing/ advertising for 2022

##### **OUTREACH COORDINATOR PROJECTS**

- Annual Report
- Development Advisory Committee – 7 new members (22 total)



- 4 full DAC quarterly meetings in 2022
- 4 subcommittees (Marketing, Conservation, Trails, Revenue and Development)
- 12 subcommittee meetings in total in 2022
- Appalachian Community Grant
- Lakeviews
- 90<sup>th</sup> Anniversary

**PROGRAMMING AND EVENTS**

- Winter solstice (Atwood) Dec 21 approx. 150 ppl
- Winter hike Feb 4 @ Tappan, Sweetheart hike/ winterfest @ PH, Pop-up hikes/ snowshoe events
- Prep for spring/ summer: working on cleaning up nature centers, inventory, and program schedules

(Copy of graph on file)

**7.07 IMMEDIATE OR PENDING LITIGATION**

Attorney Mizer reported that the Coyne litigation regarding Ashland County Road 217 has been resolved.

**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 December 31, 2022, for the Chippewa Subdistrict, were approved as presented. *(Copy on file)*

**9. EXECUTIVE SESSION**

On motion by Ms. Limbach, seconded by Mr. Gresh, the Board of Directors entered into executive session at 11:51 am to discuss matters related to ORC §121.22 (G) (1) matters of employment and compensation and (4). On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; and Mr. Moorehead-yes. The executive session ended at 12:21 pm.

**10. ADJOURN**

There being no further business, on motion by Ms. Limbach, seconded by Mr. Gresh, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, February 17, 2023, at 9:00 a.m., at Kent State University Tuscarawas.