

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at the MWCD Main Office via Teleconference
March 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, March 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. Members of the public wishing to submit comments prior to the meeting were instructed to email comments to comments@mwcd.org, prior to 5:00 p.m. on Thursday, March 25, 2021. Members of the public were also advised that comments would not be accepted after 5:00 p.m., March 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 Crandall, Jim Cugliari, Steve Demuth, Wendy Derr, Lynn Gilland, Brad Janssen, Kaylynn Kotlar, Dave Lautenschleger, Doug Little, Ryan McCleaster, Anna Miller, Karen Miller, Tricia Miller, Jonathan Mizer, Karen Murphy, Kara Musser, Becky Oakes, Jared Oakes, Boris Slogar, Eric Stechsulte, Mark Swiger, Melissa Tylke, Nate Wilson, Jeff Yohe, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting (*electronically*) were: David Pilcher and Bruce Robinson (*MWCD Development Advisory Committee*); J.D. Long (*Harrison News Herald*); Tracy Reiss (*MWCD Board of Appraisers*); Jackie Stewart (*Encino Energy*); and Sean Logan (*Woolpert*).

3. APPROVAL OF MINUTES

On motion by Mr. Maupin, seconded by Ms. Limbach, the minutes of the February 26, and March 4, 2021, meetings of the Board of Directors were approved.

4. FINANCIAL

Mr. Cugliari presented the financial report for the two-month period ending February 28, 2021. The total operating revenue is \$4,622,859.00, with operating expenses of \$2,342,076.00 resulting in an excess of revenue over expenses of \$2,280,783.00 from operations compared to \$326,422.00 in 2020.

The operating variance from prior year is due mainly to the parks and marina campgrounds revenue moving the first payment for seasonal camping earlier in the month from 2020 thus making it, at this point, more of a timing issue. In addition, the operating expenses are down across the board from 2020.

The non-operating area, interest income is down from 2020 due in part to lower rates but more so from the amount invested in our portfolio as it continues to be reduced as funds are used for capital and some operating needs. The master plan expenses are down from 2020 and will continue in that fashion as we have reduced the spending in the master plan for 2021 as planned.

In the Maintenance Assessment fund, first half settlements have begun to come in during the month of March. Expenses are in line with budget as expenses incurred are up 17% from 2020 mainly in the PWM line item.

Overall, the first couple months of 2021 are proceeding as anticipated. As we move into March, seasonal park camping revenues will continue to pick up along with first half settlements from the county auditors for the assessment. Also, for your reference, the annual audit of the district's records will begin for the fiscal year 2020.

On motion by Ms. Limbach, 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 February 28, 2021, was approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Ms. Limbach, seconded by Mr. Maupin, 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 TAPPAN MARINA RESTAURANT CONCESSION AGREEMENT

This memo was withdrawn.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Ms. Limbach, seconded by Mr. Maupin, 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: PUBLIC LAUNCH RAMP FACILITIES

On motion by Mr. Sprang, seconded by Ms. Limbach, proposed Resolutions of Authorization to apply for and enter into a grant agreement for public launch ramp facilities at Leesville and Seneca lakes, as recommended and set forth in the above memorandum, were adopted.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b VACATION CONVERSION PLAN – REVISED

On motion by Mr. Moorehead, seconded by Mr. Maupin, a revised Vacation Conversion Plan for eligible contracted employees, as recommended and set forth in the above memorandum, was approved.

6.03c PERSONNEL POLICY REVISION – BUSINESS TRAVEL/MEAL EXPENSES

On motion by Mr. Maupin, seconded by Ms. Limbach, proposed revisions to Personnel Policy No. 602, as recommended and set forth in the above memorandum, were approved.

6.03d TRAILS POSITIONS FOR 2021 SEASON

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

6.04a GEOTECHNICAL ENGINEERING AND CONSTRUCTION MATERIAL TESTING SERVICES

On motion by Mr. Sprang, seconded by Mr. Maupin, an agreement with DLZ Ohio, Inc., in the amount of \$58,869.50 for geotechnical engineering and construction material testing, as recommended and set forth in the above memorandum, was approved

6.04b PIEDMONT REYNOLDS ROAD BOAT RAMP PARKING LOT IMPROVEMENT PROJECT

On motion by Mr. Moorehead, seconded by Mr. Maupin, a contract with RETTEW in an amount not to exceed \$85,750.00 for design of the Piedmont Reynolds Road Boat Ramp Park Lot Improvement project, as recommended and set forth in the above memorandum, was approved.

6.04c PLEASANT HILL CABIN ROAD AND TOAD ROAD PAVING PROJECT

At the January 2021 meeting, the Board authorized the bid and award of the Pleasant Hill Lake Park Cabin Road and Toad Road Paving Project. Bids were received on March 11, 2021, with the following results:

Contractor	Base Bid
Barbicas Construction Company Inc., Akron	\$72,705.29
Mc.B. Paving Inc., Ashland	\$78,236.20
Melway Paving Company Inc., Holmesville	\$84,450.00
Albatross Management LLC, Lakeville	\$84,910.40
Kokosing Construction, Mansfield	\$87,995.50
Sarver Paving Company, Ashland	\$87,955.50

The Engineer's Estimate is \$115,000.00.

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Barbicas Construction Company, Inc. in the amount of \$72,705.29.

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

6.04d SENECA PARKSIDE AND WOODLAND CAMPGROUND PROJECT

On motion by Ms. Limbach, seconded by Mr. Moorehead, change orders for the Seneca Parkside and Woodland Campground project, as recommended and set forth in the above memorandum, were ratified.

6.05 RECREATION – ADA PROJECTS PAST, PRESENT, AND FUTURE

Per our last Board meeting, the Recreation Department was tasked with providing a list of District ADA Projects from the Past, Present, and Future.

Our District is dedicated to meeting and exceeding ADA compliance levels throughout our parks/marina facilities and amenities to ensure everything is accessible within reasonable accommodation for individuals with disabilities. We will continue to explore all options in our planning and auditing phases to strive for accessibility above compliance.

Attached (*copy on file*) is a list of ADA projects throughout the Parks and Marinas along with some images of areas for accessibility options.

6.06 COTTAGE SITE LESSEE WATER AND SEWER UTILITY BILLINGS

On motion by Ms. Limbach, seconded by Mr. Sprang, proposed changes for the cottage site lessee water and sewer reimbursements, as recommended and set forth in the above memo, were approved.

6.07 GOLF CART POLICY

On motion by Mr. Sprang, seconded by Mr. Maupin, proposed revisions to the Golf Cart Policy, as recommended and set forth in the above memorandum, were approved.

OTHER BUSINESS

ITEM 1 TAPPAN MARINA – SPECIAL INSPECTIONS

On motion by Ms. Limbach, seconded by Mr. Moorehead, a contract with Resource International, Inc., in the amount of \$80,286.00 for special inspections at the Tappan Marina Renovation projects, as recommended and set forth in the above memorandum, was approved.

Mr. Butler provided the following updates:

- Staff has been investigating the potential of providing electric vehicle charging options at MWCD facilities. The initial potential locations have been identified as Atwood, Charles Mill, and Seneca lakes.
- A review of operational policies is in progress and revisions will be presented to the Board for consideration as they become available.

- Ethan Zucal has been working with the members of the Development Advisory Committee to establish their new subcommittees.
- Staff is working on the 2020 Annual Report of Operations.

Mr. Mizer reported on the activities involved in preparation for the 2021 Conservancy Court session. Judge Jim James, Stark County, is the new presiding judge. Mr. Moorehead's term on the Board expires this year and that position has been advertised accordingly. He noted that there are seven newly-appointed members of the Court this year.

Jackie Stewart of Encino Energy presented information to the Board entitled, "Encino 2021 Industry Update: Where we have been...Where we are...Where we are going."

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 February totaled \$716,724.19 which was a 16% increase in month-over-month revenue from January (\$616,796.02). Please see the attached Royalty Report Exhibit.

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

- **Leesville North Fork Marina Fuel Upgrades:** The project was awarded to A. Graziani & Company. A preconstruction meeting was held March 9, 2021. Substantial completion is June 2021.
- **Seneca Lake Marina Point Campground Redevelopment Phase 2:** Tucson has finished the new boat ramp in the campground and is working on site restoration. 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:** The glulam trusses are being installed. Interior MEP work is continuing. Drywall will be starting shortly. The elevator shaft masonry is complete. 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 reached substantial completion in February 2021, and final restoration work will be complete this spring as weather conditions allow.
- **Seneca Lake Churchman Point Phase 2:** Mason Dixon Energy Services reached substantial completion in February 2021, and 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 work except final restoration, which will be done as soon as weather conditions allow.
 - **Park Beach:** Tucson reached substantial completion in February 2021. Final restoration will be complete as soon as weather conditions allow.
 - **Glens Cottage – Anchor Lane Beach Area:** Albatross reached substantial completion in late January 2021, and final restoration work will be complete as soon as weather conditions allow.
 - **Glens Cottage - Cherry Lane Shoreline & Drainage:** Tucson has completed the rock riprap installation and continues to work on the access and drainage improvements. Substantial Completion is scheduled for April 2021.

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

Mohawk Dam

- Construction is progressing well. A recent high-water event threatened the newly installed relief wells but fortunately the water receded before any action needed to be taken.

Zoar Levee

- No significant update for this reporting period.

Magnolia Levee

- Plans and specifications have reached 65% 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.

Partnering Meeting

- The next partnering meeting with USACE is scheduled for April 14 at Seneca Lake Welcome Center. A tour of Senecaville Dam and the ODNR fish hatchery is expected after the meeting.

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. Organizational changes went into effect this month.

PARKS

- WhoaZone operational meetings held to prepare for the 2021 season at Atwood and Pleasant Hill.
- Alive Music Festival meetings held for potential July 2021 dates.
- 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.
- 2nd Phase Amenities for parks being discussed within department via results of the survey and focus groups.
- 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 (review/updates)
- Updates to website/social media
- Assisting with spring lottery system for seasonal camping (virtual)
- HFP Racing
- Park and Marina brochure updates for 2021
- Boat/cabin rental rack card updates for 2021
- Planning marketing/advertising for 2021
- Whoa Zone

OUTREACH COORDINATOR PROJECTS

- Litter campaign
- Annual Report
- Winter edition of Lakeviews

PUBLICATIONS IN FEBRUARY

- Compass Magazine
- Amish Country Magazine
- Ohio Magazine

RADIO ADVERTISING IN FEBRUARY

- iHeart Mansfield: Pleasant Hill Cabin promotion
- WJER (Tusc. Co.): Atwood Cabin promotion

DIGITAL ADVERTISING IN FEBRUARY

- Facebook campaign: Pleasant Hill Cabins

INTERVIEWS IN FEBRUARY

- WJER (Tusc. Co.) February 26: Whoa Zone
- WHBC (Canton) March 1: Whoa Zone

PRESS RELEASES IN FEBRUARY

- February 8, 2021: MWCD names Chief Legal Counsel
- February 25, 2021: Whoa Zone Inflatable Obstacle Course coming to Atwood and Pleasant Hill Lakes in 2021

E-BLASTS IN FEBRUARY

- Flash Sale: February 17

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 Visitors Convention Bureau: Board member
- Ohio Parks and Recreation Association: Communication chair for OPRA Conference

7.05 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. Maupin, the report of the payment of bills for the period ending February 28, 2021, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

No Executive Session at this meeting.

10. ADJOURN

There being no further business, on motion by Ms. Limbach, seconded by Mr. Maupin, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, April 23, 2021, at 9:00 a.m.

03.26.2021, km

Approved 04.23.2021