

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
November 19, 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, 330 University Drive NE, New Philadelphia, Ohio, on Friday, November 19, 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, Mary Burley, Craig Butler, Jim Crandall, Scott Heller, Brad Janssen, Ryan McCleaster, Michael Mahaffey, Karen Miller, Jonathan Mizer, Jared Oakes, Boris Slogar, Matt Thomas, Jeff Yohe, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting were: Shawn Digny (*Harrison New Herald*); Don Mason (*Mayor, City of Zanesville*); Rick Pipes (*Pipes Insurance*); and Terry Fercana (*Environmental Design Group*).

3. APPROVAL OF MINUTES

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

4. FINANCIAL

Mr. Crandall presented the financial report for the ten-month period ending October 31, 2021. The total operating income is \$12,170,468 compared to \$6,828,292 in 2020.

The operational revenue is \$25,925,290 or 109% of budget, compared to \$20,311,571 or 97% of budget in 2020.

- General Administration/Support is \$468,462 through October. The largest line item is interest income which is currently projected to fall short of the 2021 budget.
- Natural Resources and Land Management is \$3,482,944, 92% of budget through October.
 - Farm Operations is currently at 33% of the budget, however, the yields are above average, and the pricing is strong so anticipate meeting/exceeding budget for 2021.
 - Forestry is currently at 91% of budget, but several projects are in process and anticipate meeting the 2021 revenue budget.
- Park Operations is at 117% of budget and 35% greater than 2020. This added \$2,650,167 of revenue in 2021.
- Marina Operations is currently 96% of budget and projected to finish the year right at budget. All marinas except for Tappan have met or will meet their 2021 revenue budget.

Operational expenses are 73% of budget through October. This is a 2% increase over the prior year.

Capital Improvement and Park Master Plan expenditures are within budgeted expectations.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$5,982,427, 101% of budget. All counties except for one, have reported for the second half settlements. Expenditures are \$3,846,655, 53% of budget. This is a decrease in expenses of 24% compared to the same time last year. We are anticipating expending in excess of \$1,000,000 in the remainder of the year on the shoreline projects which is our largest budget variance.

On motion by Mr. Moorehead, seconded by Mr. Sprang, 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 October 31, 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.

6.01b USACE RIGHT OF ENTRY | PLEASANT HILL

On motion by Mr. Moorehead, seconded by Ms. Limbach, a Right of Entry between the MWCD and the U.S. Army Corps of Engineers, as recommended and set forth in the above memorandum, was approved.

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 2022 MARINE PATROL ASSISTANCE GRANT PROGRAM

On motion by Ms. Limbach, seconded by Mr. Gresh, a Resolution of Authorization for application of the 2022 Marine Patrol Assistance Grant Program, as recommended and set forth in the above memorandum, was adopted.

6.02c OHIO RESIDENTIAL BROADBAND EXPANSION GRANT | ATWOOD AND TAPPAN LAKES

On motion by Mr. Sprang, seconded by Ms. Limbach, a commitment of \$500,000 to support regional broadband development in the Atwood and Tappan Lake regions, as recommended and set forth in the above memorandum, was approved.

6.02d 2022 PROPOSED BUDGET

On motion by Mr. Gresh, seconded by Mr. Sprang, the proposed budget for the year 2022, as recommended and set forth in the above memorandum, was approved.

6.02e DEEP SHALE ROYALTY REVENUE DISTRIBUTION

On motion by Mr. Gresh, seconded by Mr. Sprang, the proposed distribution of deep shale royalty revenue for the year 2022, as recommended and set forth in the above memorandum, was 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 NEW PERSONNEL POLICY – RETIRE AND REHIRE OF MWCD EMPLOYEES

On motion by Mr. Gresh, seconded by Ms. Limbach, the proposed new Personnel Policy #210, Retire and Rehire of MWCD Employees, as recommended and set forth in the above memorandum, was adopted.

6.03c WAGE ADJUSTMENTS

On motion by Ms. Limbach, seconded by Mr. Sprang, a four percent (4%) wage increase for eligible non-bargaining unit non-executive full-time and part-time employees to be effective on the first pay date in January 2022, as recommended and set forth in the above memorandum, was approved.

6.03d SEASONAL AND VARIABLE HOUR EMPLOYEE STAFFING PLAN - 2022

On motion by Mr. Gresh, seconded by Mr. Sprang, the proposed seasonal and variable hour employee staffing plan for 2022, as recommended and set forth in the above memorandum, was approved.

6.03e GROUP HEALTH PLAN REVIEW AND RENEWAL

On motion by Mr. Sprang, seconded by Mr. Gresh, renewal of the MWCD employee group health plan with AultCare for a one-year period effective January 1, 2022, as recommended and set forth in the above memorandum, was approved.

6.04a CHARLES MILL SHORELINE STABILIZATION PROJECT

At the August 2021 meeting, the Board authorized the bid and award of the Charles Mill Lake Shoreline Stabilization project. The engineer's estimate is \$367,000.00. Sealed bids were received on October 14, 2021, with the following results:

Contractor	Bid Amount
Tucson Inc., New Philadelphia	\$323,227.50
Albatross Management, Lakeville	\$339,486.00
Haynes Construction, Norwalk	\$344,689.00

Sheckler Excavating, Malvern	\$360,920.83
Great Lakes Demolition Company, Vickery	\$371,582.50

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Tucson Inc. in the amount of \$323,227.50.

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

6.04b LEESVILLE NORTH FORK MARINA FUEL SYSTEM UPGRADE

On motion by Mr. Sprang, seconded by Ms. Limbach, change order no. 1 for the Leesville North Fork Marina Fuel System Upgrade project, as recommended and set forth in the above memorandum, was ratified.

6.04c SENECA MARINA POINT CAMPGROUND PHASE 2 PROJECT

On motion by Mr. Sprang, seconded by Ms. Limbach, change orders for the Seneca Marina Point Campground Phase 2 Project, as recommended and set forth in the above memorandum, were ratified.

6.04d SENECA MARINA SHORELINE STABILIZATION AND SITE IMPROVEMENTS PROJECT

At the September 2021 meeting, the Board authorized the bid and award of the Seneca Lake Marina Shoreline Stabilization and Site Improvements project. The engineer’s estimate is \$1,072,271.00. Sealed bids were received on October 28, 2021, with the following results:

Contractor	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4
Stanley Miller Construction, East Sparta	\$1,063,649.00	\$8,834.00	\$10,000.00	\$41,252.00	\$6,389.00
Tucson Inc., New Philadelphia	\$1,094,749.00	\$9,612.00	\$14,580.00	\$41,800.00	\$6,600.00
Ohio WV Excavating, Powhatan Point	\$1,100,997.00	\$29,500.00	\$71,010.00	\$36,126.00	\$14,675.00
Alan Stone Company, Vincent	\$1,178,907.00	\$23,000.00	\$103,000.00	\$82,666.00	\$43,000.00
The Righter Company, Columbus	\$1,364,295.00	\$9,000.00	\$20,000.00	\$78,200.00	\$10,000.00

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Stanley Miller Construction for \$1,113,735.00. This includes the base bid, Alternate 1 (composite plastic deck flooring), and Alternate 3 (asphalt pavement to North Drive). Alternate 2 (pre-engineered steel pavilion), and Alternate 4 (additional grading for compensatory storage) were not selected.

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

6.05 SCHEDULE OF BOARD MEETINGS FOR 2022

On motion by Mr. Moorehead, seconded by Mr. Gresh, the proposed schedule of Board of Directors meeting for 2022, as recommended and set forth in the above memorandum, was approved.

6.06 PROPOSED DOCKING DECAL RATES FOR 2022

On motion by Mr. Gresh, seconded by Ms. Limbach, the proposed docking decal rates for cottage site lessees, club site leases, adjacent private property docking associations, and MWCD park campers for 2022, as recommended and set forth in the above memorandum, were approved.

6.07 PROPOSED RATES FOR 2022

On motion by Ms. Limbach, seconded by Mr. Sprang, the proposed park and marina rates for 2022, as recommended and set forth in the above memorandum, were approved.

6.08 PWM GRANT PROGRAM | 2021/2022 RECOMMENDATIONS

On motion by Mr. Gresh, seconded by Mr. Sprang, award of PWM grant funding for 11 applications in a total amount not to exceed \$1,400,000, as recommended and set forth in the above memorandum, was authorized. Mayor Don Mason, City of Zanesville, was available to address any concerns/questions about the PWM application submitted by the City of Zanesville.

6.09 OTHER BUSINESS

No other business.

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 October totaled \$966K (\$966,695.35) which was an approximate 13% increase in month-over-month revenue from September (\$857,077.57).

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

In October leases staff met with representatives from the USACE Real Estate Division to review several ongoing projects and requests for lessees as well as docking/shoreline requests. These meetings present the opportunity to have detailed discussions regarding current or near-term projects which affect each organization, as well as the opportunity to discuss our overall partnership and how we can continue to assist each other.

Timber stand improvement work continues towards the end of the calendar year. Nearly 200 acres of contracted grapevine control at Seneca, Tappan, Clendening, and Leesville is expected to be completed.

Property boundary marking and signage has started at Tappan and will continue throughout the winter months.

Natural resources staff is working in conjunction with Ashland University on a request to conduct a magnetic survey at Mohawk in a search for evidence of Native American fire pits.

Hunting season is upon us, and staff has been fielding calls for questions and requests for maps and access for our public hunting lands.

In early November the 2022 fishing tournament registration took place at the main office. Multiple clubs were able to register and schedule their tournaments. Initially there are 181 club tournaments and 10 open tournaments scheduled for 2022, with the expectation that more will trickle in throughout the year.

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION (ONGOING)

Projects in Design

- Atwood Activity Center Renovations
- Clendening WWTP and Sewer Improvements
- Clendening Cabin/Park Model, Laundry and Motel Demolition
- Leesville North Fork WWTP and Sewer Improvements
- Tappan Welcome Center
- Park Amenity and Activity Survey

Projects Under Construction

- **Pleasant Hill RV and Boat Storage Lot:** Project was awarded to Petty Farms LLC. Site clearing and earthwork are in progress. Final completion is scheduled for February 2022.
- **Seneca Marina Building Site Improvements and ADA Access:** Project was awarded to Stanley Miller Construction. Final completion is scheduled for May 2022.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Bids will be opened on December 2, 2021.
- **Tappan Park East Campground Lift Station Generator:** Generator pad construction is underway. Due to delays in production, final completion is now scheduled for February 2022.
- **Tappan Marina WWTP Generator:** Generator pad construction is underway. Due to delays in production, final completion is now scheduled for February 2022.

DREDGING AND SHORELINE

Dredging Program

- **Seneca Lake:** Dredging work is complete at the southeast end of the lake near the Judge James property, and contractor is working to remove all equipment and piping from the lake. Final completion is expected by the end of the year.
- **Atwood Lake:** A small excavation dredging project is scheduled for the Atwood Village cottage area at Camille Road. 1,000 to 1,500 cubic yards of material will be removed to improve water depth and boat access at 7-8 docks in this small bay. The work will be completed during this winter's drawdown by the MWCD Heavy Equipment Crew.
- **Pleasant Hill Lake:** A small excavation dredging project is scheduled for this winter's drawdown at the Clearview Docking Association at the western end of the lake. Approximately 2,500 cubic yards of material will be removed to improve water depth and access for the Association's docks

Shoreline Program

- **Atwood Pines Cottage Area and Area 1 Campground Shoreline:** The project is currently out to bid; bid opening is scheduled for December 2.
- **Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline:** The project has been awarded and a Notice to Proceed issued to Tucson, Inc. Work is expected to begin in December, 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

- Construction is nearing completion with project closeout expected by the end of November.

Zoar Levee

- The demonstration section for the cutoff trench was constructed and is under review.

Magnolia Levee

- No update for this reporting period.

7.04 CONSERVATION REPORT

Conservation participated in the 50th anniversary meeting and symposium for the Water Management Association of Ohio (WMAO) in Columbus Ohio. Plenary speakers included directors and program leaders from ODA, ODNR, OEPA, Lake Erie Commission, and the office of the Governor of Ohio. MWCD is a major sponsor for this event which brings together all of Ohio's water resource professionals.

Partners in Watershed Management: 12 complete applications for funding assistance were received in the 2021 grant cycle. All applications were initially reviewed by MWCD staff and all applications have gone through an independent technical review (TRAG). The Chief Engineer and Chief of Conservation recommended applications for approval to the Executive Director on November 9, 2021.

Conservation is working with MWCD Parks and Marinas, ODNR and Ohio University researcher, Dr. Joseph Johnson to provide limited access to several buildings across the District in order to install temporary near-field RF tracking antennas. This 2-year study will be assessing the health and abundance of spring maternal bat colonies. All Ohio bat populations are in serious decline due to the devastating effects of fungal white nose syndrome in the U.S. No MWCD funds were requested for this study.

Ongoing: Conservation is meeting regularly with Ohio Lake Management Society and CT Consultants on efforts to bring together archived MWCD water quality data gathered over the last 16 years and make them free and available online through the U.S. EPA's Water Quality Exchange portal, WQX. A 5-year trend analysis report for water quality within the MWCD lakes is scheduled to be completed by summer 2022. A similar report was completed in 2017 and established a baseline for water quality trends over all of the MWCD lakes.

7.05 RECREATION REPORT

MARINAS REPORT

- Seneca Marina Decking and Shoreline Project in progress slated for a Spring 2022 completion date
- Ongoing – Discussion with Tappan Volunteer Fire Department for acquiring the building across from the Tappan Marina

- Ongoing - Continued communication with leased marinas on action items and planning for the 2022 season

PARKS REPORT

- End of Season meetings with all Park Managers and staff continue – successful retreat in November 2021
- Ongoing – “Safety in the Parks” – Risk Management tours of parks with staff / addition of cameras
- Ongoing – Continued communication with contracted vendors on action items and planning for the 2022 season
- Ongoing – Trails Development & Maintenance throughout the District. Deputy Chief of Planning & Projects and Trails Coordinator identifying points of interest along with trails in need of maintenance
- 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. Another public survey has been live in November to gauge input on preliminary renderings of amenities for each park. Recommendations to follow public survey results
- Ongoing – “Sustainability in the Parks” meeting with Chief of Conservation to discuss best practices for sustainability in parks moving forward

7.06 MARKETING/COMMUNICATIONS REPORT

EVENTS/ONGOING PROJECTS

- Website redesign: in progress - nearing completion
- Planning advertising for 2022
- Amenities follow-up survey
- Updates to website/ social media
- Updating brochures for 2022
- Budgeting

OUTREACH COORDINATOR PROJECTS

- Litter campaign
- *Lakeviews* newsletter
- Development Advisory Committee
- Annual Report

PUBLICATIONS IN OCTOBER

- *Compass* magazine
- *Amish Country* magazine (featuring CM and PH)
- *Ohio* magazine
- Horseman’s Corral: Pleasant Hill Horse Camp
- TravelHost of Akron/Canton

RADIO ADVERTISING IN OCTOBER

- iHeart Mansfield: Outdoor Recreation/ Fall camping
- WJER (Tuscarawas County): Atwood/ Tappan: outdoor recreation/fall camping

TELEVISION ADVERTISING IN OCTOBER

- WOIO Channel 19 (Cleveland)

PRESS RELEASES IN OCTOBER

- October 19, 2021: MWCD recognized for marketing excellence
- October 28, 2021: MWCD names Chief of Conservation

E-BLASTS IN OCTOBER

- October 4: Join us for Dinner! (Bounty on the Bridge)
- October 21: Halloween Weekend at Piedmont Lake!

ANNUAL TRAVEL GUIDE ADVERTISEMENTS

- Ohio Travel Guide
- Visit Canton Visitors Guide
- Mohican/Loudonville Visitors Guide
- Destination Mansfield Visitors Guide
- Tuscarawas County Visitors Guide
- Cambridge/Guernsey County Visitors Guide
- Carroll County Visitors Guide

7.07 IMMEDIATE OR PENDING LITIGATION

Mr. Mizer reported that closing on the property at Wills Creek is scheduled on Monday, November 22, 2021.

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 October 31, 2021, for the Chippewa Subdistrict, was approved as presented.

8.02 CHIPPEWA SUBDISTRICT – 2022 PROPOSED BUDGET

On motion by Mr. Sprang, seconded by Ms. Limbach, the proposed budget for 2022 for the Chippewa Subdistrict, as recommended and set forth in the above memorandum, was approved.

9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Gresh, the Board of Directors entered executive session at 12:14 p.m. to discuss matters related to ORC §121.22 (G) (1) Employment and Compensation. On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 2:15 p.m.

The following actions were taken in open session:

On motion by Ms. Limbach, seconded by Mr. Gresh, the following items were approved:

- A four percent (4%) wage increase for executive staff to be effective on the first pay date in January 2022;
- Staff was directed to explore the concept of compensation-based pay for executive; and
- Staff was directed to begin the process of preparation of an up-to-date strategic plan.

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, December 17, 2021, at 9:00 a.m. at Kent State University Tuscarawas.