

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Tappan Lake Marina
October 22, 2021, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Tappan Lake Marina, 33315 Cadiz-Dennison Road, Scio, Ohio, on Friday, October 22, 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, Julie Bickis, Mary Burley, Craig Butler, Jim Crandall, Jeremy Hoffer, Brad Janssen, Ryan McCleaster, Michael Mahaffey, Karen Miller, Jonathan Mizer, 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: J.D. Long and Shawn Digity (*Harrison News Herald*); Doug McLarnan (*Gambier resident*); and Terry Fercana (*Environmental Design Group*).

Mr. McLarnan expressed his opinion that MWCD should consider expanding off-lake opportunities, i.e. rivers, new property acquired in Coshocton County, and the potential operation of the now-vacant campground at Mohawk. In addition, he inquired about the Walhonding water trail and the potential involvement of MWCD in that project.

3. APPROVAL OF MINUTES

On motion by Mr. Sprang, seconded by Ms. Limbach, the minutes of the September 24 and October 12, 2021, meetings of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the nine-month period ending September 30, 2021. The total operating income is \$11,480,253 compared to \$6,197,121 in 2020.

The operational revenue is \$23,992,452 or 101% of budget, compared to \$18,668,477 or 89% of budget in 2020.

- Oil and Gas revenue (royalties) from the Utica Shale is \$7,665,671 through September 2021, which compares to \$5,186,659 from the same time period in 2020. This increase can be attributed to an increase in commodity prices.
- Park revenue is \$9,682,024 (113% of budget) through the end of September, compared to \$6,915,711 through the same period in 2020. This is a 40% increase in revenue.
 - Park Camping is \$8,244,393, 122% of budget compared to \$5,834,176 in 2020.
 - The Alive music festival generated \$149,111 of net revenue in 2021. The Alive Music festival was cancelled in 2020 due to COVID.

- See the third quarter Park and Marina Net income reports for further detail.

Operational expenses are 67% of budget through September. There is no increase in operational expenses between 2020 and 2021.

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

Maintenance Assessment Fund

Maintenance Assessment revenue is \$5,984,707, 101% of budget. All counties except for 1 have reported for the second half settlements. Expenditures are \$3,232,782, 45% of budget. This is a decrease in expenses of 35% compared to the same time last year.

In 2021, all departments of the Conservancy District are projected to meet budgeted revenue, while controlling expenses keeping them flat year over year. This provides a solid baseline for the future of the Conservancy District.

On motion by Mr. Gresh, 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 September 30, 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 FRONTIER COMMUNICATIONS EASEMENT – LEESVILLE

On motion by Mr. Sprang, seconded by Ms. Limbach, an easement with Frontier Communications for fiber optic service at Leesville, 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 USE OF CREDIT CARDS QUARTERLY REPORT

On motion by Ms. Limbach, seconded by Mr. Sprang, a report detailing the number of active credit cards, limits, and other pertinent information, as recommended and set forth in the above memorandum, was approved.

6.02c BUDGET ADJUSTMENTS

On motion by Mr. Gresh, seconded by Ms. Limbach, the third quarter budget adjustments and proposed supplemental budget increases as recommended and set forth in the above memorandum, were approved.

6.02d PARK AND MARINA AUDITS

On motion by Mr. Gresh, seconded by Mr. Sprang, park and marina audits along with recommendations for each location, as recommended and set forth in the above memorandum, was approved.

6.02e 2022 BUDGET DRAFT

Mr. Crandall reviewed the draft 2022 budget. This item was presented for discussion purposes only and no action was requested at this time.

6.02f 2022 NAVIGATIONAL AIDS GRANT PROGRAM

On motion by Mr. Gresh, seconded by Ms. Limbach, the proposed Resolution of Authorization for a grant application to the Ohio Department of Natural Resources Division of Watercraft, as recommended and set forth in the above memorandum, was adopted.

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 GROUP HEALTH PLAN REVIEW

This matter will be presented at the November meeting.

6.04a ATWOOD SHORELINE STABILIZATION PROJECT

On motion by Ms. Limbach, seconded by Mr. Moorehead, permission to bid and award a shoreline stabilization project located in the Atwood Pines Cottage Area, as recommended and set forth in the above memorandum, was granted.

6.04b PIEDMONT MARINA IMPROVEMENTS

On motion by Mr. Gresh, seconded by Mr. Moorehead, permission to bid and award an improvement project (primarily access related) for Piedmont Marina, as recommended and set forth in the above memorandum, was granted.

6.04c PLEASANT HILL RV & BOAT STORAGE LOT PROJECT

At the August 2021 meeting, the Board authorized the bid and award of the Pleasant Hill RV & Boat Storage Lot project. The engineer's estimate is \$615,000.00. Sealed bids were received on September 30, 2021, with the following results:

Contractor	Bid Amount
Petty Farms, Mansfield	\$509,591.44
Dirt Dawg Excavating, Ashland	\$528,065.43
Tucson Inc., New Philadelphia	\$557,070.55
Glenn O. Hawbaker, State College, PA	\$563,384.75
Mark Haynes Construction, Norwalk	\$569,306.00
BK Layer, Perrysville	\$579,812.25
Grassbaugh LLC, Glenmont	\$598,787.11

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Petty Farms, LLC in the amount of \$509,591.44.

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

6.05 DEVELOPMENT ADVISORY COMMITTEE

On motion by Mr. Sprang, seconded by Mr. Gresh, reappointment of Joy Padgett and David Pilcher, Sr.; the resignations of Marty Larsen and John Wirtz; and the recognition of Matthew D. Abbott, Alfred J. Fearon, Ed Lee, and Dana McDaniel, as recommended and set forth in the above memorandum, were accepted and approved.

6.06 2021 GOALS UPDATE

Mr. Butler reported that his written update will be sent to the Board via email. A full report will be prepared for the year end.

6.07 OTHER BUSINESS

Mr. Butler reported on the following matters:

- Expressed appreciation to Jeremy Hoffer and the marina staff for their efforts with the recent events held at Tappan Marina.
- Presented a certificate of recognition received from Robert R. Cupp, Speaker of the Ohio House and State Representatives Brett Hillyer (*District 98*) and Don Jones (*District 95*), commemorating the opening of the newly renovated Tappan Lake Marina.
- Added comments regarding the budget process utilizing a five-year forecast, commending staff for their efforts in this relatively new (for MWCD) budgeting process.
- Staff has continued to work with the North Central Ohio Land Conservancy (NCOLC). MWCD recently hosted a hike at Clendening Reservoir which included representatives of the NCOLC and Buckeye Trail Association.

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 September totaled \$857K (\$857,077.57) which was an approximate 5% increase in month-over-month revenue from August (\$816,509.65).

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- In September staff visited the soon to be acquired Wills Creek Clean Ohio 934-acre property. Generally speaking, access to the property looks good. Forestry assessed portions of the forest including hardwood and pine stands. We were also able to visit several of the wetland ponds observing both wildlife and several prominent geologic features. Overall, the site visit further confirmed our understanding and vision for multiple possibilities to preserve and enhance the property for the benefit of the public.
- Staff attended the internal team field site visit to the Atwood Peninsula/Atwood Golf Course property in September. Multiple opportunities were discussed for both properties and will be further refined as we continue to move forward.
- A timber sale at Tappan has begun and should be ongoing over the next several weeks.
- Forestry is working in conjunction with Clendening Marina for a thinning/harvest to accommodate both master plan development and timber stand improvement.
- MWCD executed a Temporary Surface Agreement with Columbia Gas Transmission, LLC. This temporary agreement allows for Columbia to safely access their wells to perform the necessary operations and maintenance activities.

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. Preconstruction meeting scheduled for October 27.
- **Seneca Marina Building Site Improvements and ADA Access:** Project is currently out for bid. Bids will be opened October 28.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Project will be advertised for bids later this month or early November.

- **Tappan Park East Campground Lift Station Generator:** Generator pad construction is underway. Substantial completion date is scheduled for November 1.
- **Tappan Marina WWTP Generator:** Generator pad construction is underway. Substantial completion date is scheduled for November 1.

DREDGING AND SHORELINE (ONGOING)

Dredging Program

- **Seneca Lake:** Dredging work is nearing completion at the southeast end of the lake near the Judge James property. Contractor is having final survey completed to verify the volume of sediment removed and that Substantial Completion has been achieved.

Shoreline Program

- **Atwood Pines Cottage Area and Area 1 Campground Shoreline:** Design will be complete by late October, and the bid opening is expected to be in late November.
- **Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline:** Project is currently out to bid; bid opening took place October 14.
- **Seneca Marina Shoreline:** Project has been combined with the Master Plan deck replacement and ADA access project. The project is currently out to bid; bid opening is scheduled for October 28.

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

Mohawk Dam

- Construction is nearing completion with no significant issues reported. A contract modification for additional slope protection and additional concrete in the relief wells has been executed.

Zoar Levee

- A pre-construction meeting was held September 21. The demonstration section for the cutoff trench was constructed and is under review.

Magnolia Levee

- State of the Art determination from the ASA office was received and is advantageous for MWCD thus lowering MWCD's non-Federal cost share from 23% to 3.5%.

Other

- The next partnering meeting between MWCD and Huntington leadership is scheduled for October 19 in a virtual meeting environment.

7.04 CONSERVATION REPORT

- Conservation along with Natural Resources and Land Management reviewed the Phase I Environmental Site Assessment report for the Wills Creek, AEP land acquisition. Conservation provided a precursory biological assessment of the wetlands and pools described within the report along with a comparison to similar land use and aquatic conditions at our connected Coshocton Woods property, finding no indications of significant biological impairments at either property.
- Conservation participated in our end-of-season meeting for our volunteer citizen scientists (CLAM) group that helps monitor water quality conditions on all MWCD lakes. This annual event was organized by the Ohio Lake Management Society and held on the shores of Seneca Lake. While there, Conservation was able to refine a plan that will provide a 5-year water quality trend analysis of MWCD lakes as well as an effort bringing together all historical MWCD water quality data and make them free and accessible online.
- Conservation is working with marinas throughout the District (MWCD owned, leased, and private) on developing a boat shrink-wrap recycling plan. This, in partnership with Ohio Clean Marinas Program will

identify areas for reducing cost and volume of waste generated during the seasonal winterization and storage of boats.

- Conservation Department will be managing the control of nuisance aquatic plants at our marinas and lessee docks beginning 2022. We are in the process of creating a guidance document that will provide more information to the public on the “when, where, what, and how” MWCD can do to alleviate problem areas. This document will provide basic information and identification of the common plants seen in MWCD Lakes as well as providing insight to our ecologically based approach for the use of herbicides in certain areas and not in others.
- Conservation is working with Ohio University’s Voinovich School of Leadership and Public Service in development of a Nine-Element Nonpoint Source Implementation Strategic Plan (NPS-IS Plan) for the South Fork Licking River including Buckeye Lake. This report is a living strategic planning document that summarizes causes and sources of impairment, established critical areas, identifies quantifiable objectives to address causes and sources of impairment, and describes projects designed to meet those objectives. This plan will be made free and accessible online for the public and is a necessary step for obtaining federal EPA funds for water quality improvement projects in the future.

7.05 RECREATION REPORT

MARINAS REPORT

- Ongoing – Tappan Marina rental update.
- 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 with a retreat planned for November 2021.
- Ongoing – “Safety in the Parks” – Risk Management tours of parks with staff.
- Ongoing – Continued communication with contracted vendors on action items and planning for the 2022 season.
- Ongoing – Trails Development and 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 will go out in the next few weeks to gauge input on preliminary renderings of amenities for each park. Recommendations to follow after public survey results.

7.06 MARKETING/COMMUNICATIONS REPORT

EVENTS/ ONGOING PROJECTS

- Website redesign: in progress- nearing completion
- Updates to website/ social media
- Advertising for 2021
- Fall Festival at Atwood
- ODOT/ OMEGA meeting at Tappan Marina
- Tappan Marina Open House and Media Day
- RUBY Awards – Ohio Conference on Travel

- Bounty on the Bridge- recap
- MWCD Commercial
- Photo shoot

OUTREACH COORDINATOR PROJECTS

- Litter campaign
- Lakeviews Newsletter
- DAC
- Legislative Day – September 17

PUBLICATIONS IN SEPTEMBER_

- Compass Magazine
- Amish Country Magazine: (Featuring CM/ PH)
- Horseman’s Corral: Pleasant Hill Horse Camp
- TravelHost of Akron/ Canton
- Ohio Magazine

RADIO ADVERTISING IN SEPTEMBER

- iHeart Mansfield: Outdoor Recreation/ Fall camping
- iHeart Wheeling: Outdoor Recreation (Clendening, Piedmont, Seneca, Tappan)
- WJER (Tusc County): Atwood/ Tappan: Outdoor recreation/ fall camping
- WTUZ (Tusc County): Atwood/ Tappan: Outdoor recreation/ fall camping

DIGITAL ADVERTISING IN SEPTEMBER_

- Facebook campaign: General MWCD Camping
- Digital Display ads

TELEVISION ADVERTISING IN SEPTEMBER

- WKYC Channel 3 (Cleveland)
- WEWS Channel 5 (Cleveland)
- WHIZ (Zanesville)
- WTOV-9 (Wheeling/ Steubenville)

OTT ADVERTISING MARKETS (OVER THE TOP – STREAMING TELEVISION)

- Cleveland
- Columbus
- Pittsburgh
- Wheeling/ Steubenville

INTERVIEWS IN SEPTEMBER

- September 2, 2021 WKYC Channel 3 (Cleveland): It’s About You
- September 2, 2021 WHBC radio (Canton): Hydrogen Sulfide at Tappan Lake/ Labor Day
- September 29, 2021 Ohio Sportsman Outdoor Show with Dan Armitage

PRESS RELEASES IN SEPTEMBER

- September 22, 2021: Legislative Day (recap)

- September 24, 2021: You're invited to Bounty on the Bridge!
- September 27, 2021: Tappan Marina- Media Day and Community Open House

E-BLASTS IN SEPTEMBER

- September 18: Join us for Dinner! (Bounty on the Bridge)
- September 20: Fall Events at the Lake!
- September 21: Princess in the Park at Atwood Lake
- September 28: Tappan Marina Open House is October 9!

ANNUAL TRAVEL GUIDE ADVERTISEMENTS

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

7.06 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 September 30, 2021, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Gresh, the Board of Directors entered executive session at 11:21 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 12:28 p.m.

The following actions were taken in open session:

- On motion by Ms. Limbach, seconded by Mr. Gresh, the Board approved a change in the term of the employment contract with Craig Butler from an end date of December 31, 2022, to an end date of December 31, 2021.
- On motion by Ms. Limbach, seconded by Mr. Sprang, the Board directed staff to initiate the required procedure under R.C. 145.381 to allow the Executive Director to retire and be rehired.

10. ADJOURN

There being no further business, on motion by Mr. Moorehead, seconded by Mr. Gresh, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, November 19, 2021, at 9:00 a.m. at Kent State University Tuscarawas.

10.22.2021, km

Approved 11.19.2021