

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Tappan Lake Welcome Center
August 23, 2024, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Tappan Lake Welcome Center, 84000 Mallarnee Rd., Deersville, Ohio, on Friday, August 23, 2024, 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: Ronald Dziedzicki (virtually), Karl Gebhardt, James Gresh, Robert Moorehead, and Jennifer Ponchak. Ms. Ponchak, Vice President of the Board of Directors, presided.

MWCD staff in attendance were Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler (virtually), Jamie Carlisle, Hilary Celuch, James Crandall, Steve Demuth, Tyson Gardner, Bradley Janssen, David Lautenschleger (virtually), Jonathan Mizer, Pete Novotny, Brian Schupbach, 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: No members of the public attended the meeting.

3. APPROVAL OF MINUTES

On motion by Mr. Gresh, seconded by Mr. Gebhardt, the minutes of the July 19, 2024, meeting of the Board of Directors were approved.

4. FINANCIAL

Attached (copies on file) is the financial report for the seven-month period ending July 31, 2024. The total operating income is \$3,245,347 compared to \$2,982,772 in 2023, an increase of 9% over the prior year.

The operational revenue is \$15,236,142 compared to \$14,910,253 in 2023, a 2% increase.

- General Administrative/Support is \$925,732 (53% of budget) and is down 19% from the prior year. The decrease is caused due to the timing of receipt of the grant from ODNR (received in August) for fishing licenses and a decrease in interest revenue allocated to operations in the current year.
- Natural Resource and Land Management is \$2,776,706 (62% of budget), a 10% increase from the prior year. Overall Natural Resource Land Management is projected to hit budget.
 - Club Site revenue is \$60,077 (51% of budget). This line item will not hit budget because of a change in use of the former Camp Firebird location. When the budget was put together it was anticipated it would operate as a youth camp.
 - Pine and Pulpwood revenue is \$33,559 (22% of budget). This line item is projected to hit the budgeted amount. There is a job that has been awarded and will be complete by the end of the fourth quarter.
- Park Revenue is \$8,742,657 YTD (73% of budget), a 3% increase from the prior year, but slightly behind last year from budget perspective. Overall occupancy is down in cabins and camping from the prior year, which tracks with the national trends in campgrounds.
 - Vacation Cabin revenue is \$578,264, a 4% increase over the prior year. Pleasant Hill cabins are up 10% over the prior year and account for this increase.

- General Park Facilities (gate fees) are \$137,687, a 9% increase over the prior year. This line item is forecasted to meet the budget.
- Marina Revenue is \$2,596,461 (70% of budget), which is a decrease of 1% from the prior year.
 - Leesville revenue is down due to the timing of billing the capital bill for Leesville North Fork marina in the prior year.
 - Tappan Marina revenue is down 6% from the prior year and is a result of the restaurant not being open for the entire year and the lease that was negotiated with the new operators.

Operational expenses are \$11,990,796, an increase of 1% over the prior year. Personnel expenses are \$6,626,222 of this amount (55%), and are up 8% over the prior year, which is attributable to the implementation of the wage study and additional positions in the 2024 budget. All other budgeted line items are in line with the prior year or lower, and within our budget expectations through July.

Grant revenue \$2,665,498, significantly higher than the prior year is a result of two large federal grants for wastewater treatment plants that are wrapping up in 2024.

Oil and gas revenue through July is \$23,600,273, 58% of budget and tracking with the 2024 budget. Conservation expense is \$134,362, 17% of the budget through July. There are several projects that will be completed during the balance of the year including the baler projects at Charles Mill and Atwood, the bat project with the University of Cincinnati, as well as the data buoy that will be deployed at Tappan Lake.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$1,541,182 (66% of budget) through July. Second half settlements have begun coming in. Expenditures are \$1,636,255, a 44% decrease from the prior year.

On motion by Mr. Gebhardt, seconded by Mr. Gresh, the financial report was accepted as presented.

5. PAYMENT OF BILLS

On motion by Mr. Moorehead, seconded by Mr. Gresh, the report of the payment of bills for the period ending July 31, 2024, was approved as presented. *(Copies on file)*

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Gebhardt, seconded by Mr. Gresh, 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 THE EAST OHIO GAS COMPANY, DBA ENBRIDGE GAS OHIO—GAS PIPELINE EASEMENT

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

6.01c CLEAN OHIO GRANT: AEP PHASE V ACQUISITION AT WILLIS CREEK

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

6.01d AMENDMENT TO TAPPAN VOLUNTEER FIRE DEPARTMENT LEASE/PURCHASE AGREEMENT

On motion by Mr. Gebhardt, seconded by Mr. Gresh, proposed amendment to lease, purchase agreement, and resolution of authorization, as recommended and set forth in the above memorandum, were approved.

6.01e POTENTIAL LAND ACQUISITION--LEESVILLE

On motion by Mr. Gresh, seconded by Mr. Moorehead, propose purchase agreement and resolution of authorization, as recommended and set forth in the above memorandum, were approved.

6.01f ATWOOD AND CHARLES MILL MARINA LEASE AMENDMENTS

On motion by Mr. Gebhardt, seconded by Mr. Moorehead, proposed lease amendments, as recommended and set forth in the above memorandum, were approved.

6.01g OIL AND GAS LEASE—SENECA

On motion by Mr. Gresh, seconded by Mr. Gebhardt, proposed Letter of Intent and resolution, as recommended and set forth in the above memorandum, were approved.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Gebhardt, seconded by Mr. Gresh, 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.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b PERSONNEL POLICY REVIEWS

On motion by Mr. Moorehead, seconded by Mr. Gresh, proposed revisions to personnel policies, as recommended and set forth in the above memorandum, were approved.

6.04a TAPPAN LAKE PARK AMENITIES IMPROVEMENTS | REQUEST TO BID AND AWARD

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

6.04b CHARLES MILL LAKE PARK BEACH AREA DEVELOPMENT | REQUEST TO BID AND AWARD

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

6.04c ATWOOD LAKE CEMETERY BAY CONNECTOR TRAIL PAVING | REQUEST TO BID AND AWARD

On motion by Mr. Gebhardt, seconded by Mr. Gresh, proposed request of bid and award, as recommended and set forth in the above memorandum, was approved.

6.04d PLEASANT HILL COVERT ROAD BRIDGE REPLACEMENT PROJECT | FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST

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

6.04e ATWOOD LAKE WEST MARINA LAUNCH RAMP IMPROVEMENTS PROJECT | FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST

On motion by Mr. Gebhardt, seconded by Mr. Moorehead, proposed ratification, as recommended and set forth in the above memorandum, was approved.

6.04f PLEASANT HILL LAKE PARK BEACH AMENITIES DESIGN | REQUEST APPROVL TO ENTER INTO DESIGN CONTRACT

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

6.04g EAGLEVIEW/PICTOMETRY OBLIQUE AERIAL IMAGERY

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

6.04h CONTRACTED SERVICES FOR PROCESSING MAINTENANCE ASSESSMENT

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

6.04i TAPPAN LAKE PARK COMMUNICATIONS LEASE | AGILE NETWORKS

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

6.04j LEESVILLE LAKE NORTH FORK MARINA WASTEWATER TREATMENT PLANT & LIFT STATION | CARROLL ELECTRIC CO-OP EASEMENT

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

6.04k PURCHASE OF BOAT DOCKS | REQUEST TO BID AND AWARD

On motion by Mr. Gebhardt, seconded by Mr. Moorehead, proposed purchases, as recommended and set forth in the above memorandum, were approved.

6.04l RECORDS RETENTION | RECREATION DEPARTMENT

On motion by Mr. Moorehead, seconded by Mr. Gresh, proposed retention schedule, as recommended and set forth in the above memorandum, was approved.

6.04m ODNR—OGS SEISMIC MONITORING STATION—CLENENING

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

6.05 PRESENTATION OF EXTERNAL DASHBOARD FOR STRATEGIC PLAN REPORTING

Oral report. Strategic Plan Reporting External Dashboard is now live on the MWCD website.

6.06 OTHER BUSINESS

- 1.) Mr. Crandall provided a report to the Board regarding issues MWCD staff encountered while switching platforms from CampLife to Itinio (reservation software). Mr. Crandall explained that the implementation of Itinio was fraught with complications because the entity had been assumed by a new corporation. The assumption of Itinio by the new corporation, Brandt, caused complications because the support from Itinio was limited. Itinio was also delinquent on delivering their end of the contract and meeting timelines. Mr. Crandall also explained that MWCD staff was working on reconciling refund issues that occurred during the switchover.
- 2.) Mr. Mizer briefed the Board on issues with the Harrison County Auditor. The Harrison County Auditor increased property values on MWCD land and as a result increased tax. The Auditor never notified MWCD regarding the increase or provided MWCD the right to contest the reappraisal. Mr. Mizer said he was in contact with the Auditor's Office and working on solutions.
- 3.) Mr. Janssen and Mr. Lautenschleger addressed the Board concerning low water levels at the MWCD lakes and Encino water withdrawals. They noted that lake levels were down due to an ongoing draught in the region. They also noted that the water withdrawals by Encino had a negligible impact on water levels, but for appearance's sake would concern speaking with Encino about the water withdrawals during the drought.
- 4.) Mr. Thomas informed the Board that a small blue-green algal bloom was discovered on Seneca Lake. He did not feel any danger was present, but assured staff would take samples of the algal bloom and perform testing. Should the sampling indicated unsafe toxin levels, the beach would be closed and notification given to beach goers.
- 5.) Mr. Thomas, lastly, presented a link to the solar tracker installed on the solar panel at Tappan Lake. He explained that link provided information about energy output of the solar panels.

7. REPORTS

7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by 125 producing wells at Tappan, Clendening, Seneca, Dover, Piedmont, Atwood, and Leesville Reservoirs.

Utica royalties for July totaled \$3.02M (\$3,024,443.34) which was an approximate 20% decrease in month-over-month revenue from June (\$3.76M). Copies of graphs and charts on file.

7.02 IMMEDIATE OR PENDING LITIGATION

None.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

Attached is the Payment of Bills report for the Chippewa Subdistrict for the period July 1, 2024, through July 31, 2024.

The July report is for check numbers 3094 through 3108 totaling \$21,371.95.

All payments have been reviewed and found to be in order. It is recommended that the Board approve the July 2024 payment of bills for the Chippewa Subdistrict.

| CHECK NUMBER | PAYMENT DATE | PAY TO NAME | PAYMENT AMOUNT |
|--------------|--------------|-----------------------------|--------------------|
| 0000003094 | 7/12/2024 | COMDOC | 42.40 |
| 0000003095 | 7/12/2024 | FRONTIER COMMUNICATIONS | 535.50 |
| 0000003096 | 7/12/2024 | HOME DEPOT | 17.72 |
| 0000003097 | 7/18/2024 | ASSOCIATION OF STATE DAM | 58.00 |
| 0000003098 | 7/18/2024 | Crocker Excavating | 8,100.00 |
| 0000003099 | 7/18/2024 | Hasenstab Architects | 4,310.00 |
| 0000003100 | 7/18/2024 | | - |
| 0000003101 | 7/18/2024 | | - |
| 0000003102 | 7/18/2024 | USDA-APHIS, GENERAL | 794.72 |
| 0000003103 | 7/18/2024 | MB EXCAVATING | 5,998.15 |
| 0000003104 | 7/18/2024 | STEINER EXCAVATING | 685.00 |
| 0000003105 | 7/25/2024 | COMDOC | 43.81 |
| 0000003106 | 7/25/2024 | ENTERPRISE FLEET MANAGEMENT | 560.59 |
| 0000003107 | 7/25/2024 | MAST-LEPLEY SILO | 78.84 |
| 0000003108 | 7/31/2024 | WEX BANK | 147.22 |
| | | | \$21,371.95 |

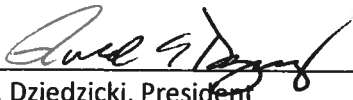
On motion by Mr. Gebhardt, seconded by Mr. Gresh, the report of the payment of bills for the period ending July 31, 2024, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

No Executive Session was held.

10. ADJOURN

There being no further business, on motion by Mr. Gebhardt, seconded by Mr. Gresh, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, September 20, 2024, at 9:00 a.m., at Kent State University—Tuscarawas Campus located at 330 University DR. NE, New Philadelphia., OH.



Ronald E. Dzedzicki, President

ATTEST



Craig W. Butler, Secretary

8.30.2024, jlc
Approved 9.20.2024