

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University at Tuscarawas Campus
November 22, 2024, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Kent State University at Tuscarawas, 330 University Dr. NE, New Philadelphia, Ohio, Friday, November 22, 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 Dziejicki, Karl Gebhardt, James Gresh, Robert Moorehead and Jennifer Ponchak. Mr. Dziejicki, President of the Board of Directors, presided.

MWCD staff in attendance were Adria Bergeron, Mary Burley, Craig Butler, Jamie Carlisle, Hilary Celuch, James Crandall, Wendy Derr, Tyson Gardner, Scott Heller, Bradley Janssen, David Lautenschleger, Jonathan Mizer, Pete Novotny, Jared Oakes, Matt Thomas, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also, in attendance for all or portions of this meeting were: Sheila Hurley (*MWCF*); and, John Blakney (*Cottage Site Lessee—Atwood Pines*).

Ms. Hurley provided the Board with an update on the Muskingum Watershed Conservancy Foundation. At its recent quarterly meeting on Wednesday, November 13, 2024, the Board of the Foundation approved the following grants: 1.) Crossroads Dive Team for diving equipment used at Tappan, Clendening, and Piedmont Lakes.; 2.) Freeport Fire Department for equipment. Ms. Hurley also informed the Board that the Foundation would be hosting its first annual open house meeting on April 17, 2025, at the Kent State University Tuscarawas Campus Performing Arts Center. She also stated during the March 26, 2025, Board meeting election of officers would take place.

Mr. Blakney, an Atwood Pines Cottage Site Lessee, addressed the Board. He expressed his concern about maintaining certain aesthetic standards for the construction of new buildings. He asked if the Board would consider height limits to ensure a lake view to cottage sites that were behind lake front properties. He also asked if the Board would consider developing standards for building designs, i.e. pre-approved façade designs, pitch height of roofs, and building orientation to the lake. Mr. Janssen informed Mr. Blakney that no such standards are currently defined by MWCD. Mr. Dziejicki requested MWCD staff to research design standards, and consider some possible guideline suggestions, particularly in terms of the height of buildings. Mr. Janssen agreed that he would prepare a report for the Board.

EXECUTIVE SESSION

On motion by Ms. Ponchak, seconded by Mr. Gresh, the Board of Directors entered into an executive session at 9:17 am to discuss matters related to ORC §121.22 (G) (1) matters of employment and compensation. On roll call: Mr. Dziejicki-yes; Mr. Gebhardt-yes; Mr. Gresh-yes; Mr. Moorehead-yes; and Ms. Ponchak-yes. The executive session ended at 9:40 am.

3. APPROVAL OF MINUTES

On motion by Mr. Gebhardt, seconded by Ms. Ponchak, the minutes of the October 25, 2024, meeting of the Board of Directors were approved.

4. FINANCIAL

Attached (*copies available upon request*) is the financial report for Attached is the financial report for the ten-month period ending October 31, 2024. The total operating income is \$3,796,509 compared to \$4,086,863 in 2023, a decrease of 7% from the prior year.

The operational revenue is \$20,590,776 compared to \$20,431,885 in 2023, up 1% over the prior year.

- Natural Resources and Land Management revenue is \$4,514,494, up 11% over the prior year and has already exceeded the budgeted revenue.
 - Water sales revenue is \$616,624, which is 308% of budget, and a 74% increase over the prior year.
- Park revenue is \$11,053,424 (92% of budget), up 2% over the prior year, and marina revenue is \$3,310,534 (93% of budget), down 2% from the prior year will not meet the budgeted revenue in 2024.
 - Storage revenue is \$90,014 (31% of budget), down 23% from the prior year is due to timing of the payments received.
- All other operational areas are projected to meet or exceed revenue budgets in 2024.

Operational expenses are \$16,801,962, an increase of 3% over the prior year. All operational areas are within budget expectations.

Capital Improvement and Park Master plan expenditures are going to come in under budget due to timing of projects commencing.

The Conservancy District is having a good year financially and is forecasted to meet the operational budget.

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

5. PAYMENT OF BILLS

On motion by Mr. Gebhardt, seconded by Ms. Ponchak, the report of the payment of bills for the period ending October 31, 2024, was approved as presented. (*Copies on file*)

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Gebhardt, seconded by Ms. Ponchak, 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 | WILLS CREEK/SENECA LAKE

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

6.01c PROPOSED EASEMENT AGREEMENT—WILLS CREEK

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

6.01d GULFPORT APPALACHIA, LLC | OIL AND GAS LEASE | CLENDENING LAKE

On motion by Mr. Gresh, seconded by Ms. Ponchak, proposed lease and resolution with amended language (see below), as recommended and set forth in the above memorandum, were approved.

Amended sentence: *“In addition, the Board has determined that the execution of this Lease is in keeping with sound principles of overall public resource management in that the long-term public benefits will be greater than ~~any~~ anticipated (changed from any to anticipated) damage to public land and other resources which could result.”*

6.01e PROPOSED DOCKING DECAL RATES FOR 2025

On motion by Mr. Gebhardt, seconded by Mr. Gresh, proposed 2025 rates, as recommended and set forth in the above memorandum, were approved.

6.01f NATURAL RESOURCES AND LAND MANAGEMENT RECORDS RETENTION SCHEDULE REVISIONS

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

6.01g SHORT TERM WATER SUPPLY | CLENDENING LAKE

On motion by Ms. Ponchak, seconded by Mr. Gresh, proposed agreement with corrected typo (see below), as recommended and set forth in the above memorandum, was approved.

“The Water withdrawals are expected to occur between December 13th, 2024 and last through March 13th, 2025.” Sentence erroneously stated December 13th, 2025, previously. Now corrected to December 13th, 2024.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Gebhardt, seconded by Ms. Ponchak 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 2025 PROPOSED BUDGET

On motion by Mr. Gresh, seconded by Mr. Gebhardt, proposed 2025 budget, as recommended and set forth in the above memorandum, was approved.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b ORGANIZATIONAL RESTRUCTURE—ADMINISTRATOIN AND RECREATION

On motion by Ms. Ponchak, seconded by Mr. Gebhardt, proposed revisions and organizational chart, as recommended and set forth in the above memorandum, were approved.

6.03c SEASONAL AND VARIABLE EMPLOYEE STAFFING PLAN—2025

On motion by Mr. Gebhardt, seconded by Mr. Gresh, proposed 2025 Seasonal and Variable Employee Staffing Plan, as recommended and set forth in the above memorandum, was approved.

6.03d 2025 ANNUAL WAGE ADJUSTMENT/COMPENSATION REVIEW/PAY RANGE ADJUSTMENTS

On motion by Mr. Gresh, seconded by Mr. Gebhardt, proposed increase, pay adjustments, and amended attachment, as recommended and set forth in the above memorandum, were approved.

Copy of amended attachment available upon request. The attachment was amended to add an additional line regarding the pay range for 17CE pay grade employees.

**6.04a LEESVILLE LAKE SOUTH FORK LAUNCH RAMP PARKING LOT IMPROVEMENT PROJECT
BID AND AWARDS REUSLTS**

Informational purposes only. No Board action required.

6.04b TAPPAN LAKE PARK ENTRANCE AMENITIES PROJECT | BID AND AWARD RESULTS

Informational purposes only. No Board action required.

6.04c SENECA LAKE MARINA BOAT RAMP IMPROVEMENTS PROJECT | BID AND AWARDS RESULTS

Informational purposes only. No Board action required.

6.04d CLENDENING MARINA—AEP EASEMENT

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

6.04e SENECA LAKE PARKSIDE CAMPGROUND PAVING | REQUEST TO BID AND AWARD

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

6.04f TAPPAN LAKE PARK VALLEY TRAIL AND UTILITY EXTENSION PROJECT: DESIGN CONTRACT

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

6.04g PLEASANT HILL IDLEWOOD COTTAGE AREA PAVING | REQUEST TO BIDE AND AWARD

On motion by Ms. Ponchak, seconded by Mr. Gebhardt, proposed request to authorize bid and

award of project, as recommended and set forth in the above memorandum, was approved.

6.04h CHIPPEWA SUB DISTRICT/MEDINA COUNTY PARKS—LAND EXCHANGE

On motion by Mr. Gebhardt, seconded by Ms. Ponchak, proposed land exchange, as recommended and set forth in the above memorandum, was approved.

6.04i PARTNERS IN WATERSHED MANAGEMENT GRANT PROGRAM—2024/2025 RECOMMENDATIONS

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

6.04j RESOLUTION TO APPLY FOR TAP GRANT FOR ATWOOD LAKE NORTH TRAIL PROJECT

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

6.04k PROPOSED SEASONAL RATES FOR 2025

On motion by Mr. Gebhardt, seconded by Ms. Ponchak, proposed 2025 rates, as recommended and set forth in the above memorandum, were approved.

6.05 SCHEDULE OF BOARD MEETINGS FOR 2025

On motion by Ms. Ponchak, seconded by Mr. Gresh, proposed 2025 Board meeting schedule, as recommended and set forth in the above memorandum, was approved.

6.06 OTHER BUSINESS

- 1.) On motion by Ms. Ponchak, seconded by Mr. Moorehead, the Board moved to approve a new employment contract with the Executive Director, Craig Butler.
- 2.) Mr. Butler provided an update on the endowment creation. He stated that he felt the legislation would be presented to the General Assembly and Governor via the "Ferral Swine Bill." Mr. Butler still felt there was support for the endowment legislation and was hopeful that it would be passed by the end of 2024.
- 3.) Mr. Crandall addressed the Board regarding financing options for the new MWCD Administration Headquarters. He stated that he had engaged the law firm Bricker-Graydon for guidance.
- 4.) Mr. Butler informed the Board that MWCD staff had recently engaged with Mr. George Broughton who owns the Broughton Foundation outside of Marietta. Mr. Broughton owns a nature preserve of nearly 600 acres and wishes to find ways to continue the existence of preserve beyond his lifespan. MWCD is currently discussing viable options with Mr. Broughton about maintaining the preserve as such.
- 5.) Mr. Novotny told the Board about a new partnership with Consol Energy. Consol Energy is exploring ways to reuse coal waste. They have developed deck boards out of recycled coal waste. Mr. Novotny explained that MWCD receive 60,000 boards to build a boardwalk and test the materials durability and effectiveness. Both MWCD and Consol are hopeful this product will prove an effective alternative to coal waste.
- 6.) Lastly, Mr. Butler and Ms. Carlisle updated the Board about transition from paper to digital

board packets. MWCD was in the process of vetting board software vendors and close to selecting a vendor. The Board will be provided with iPads and all materials will be digital.

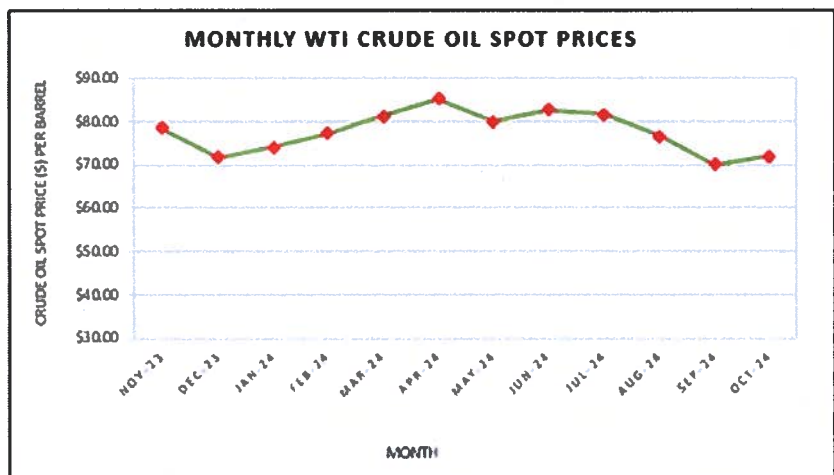
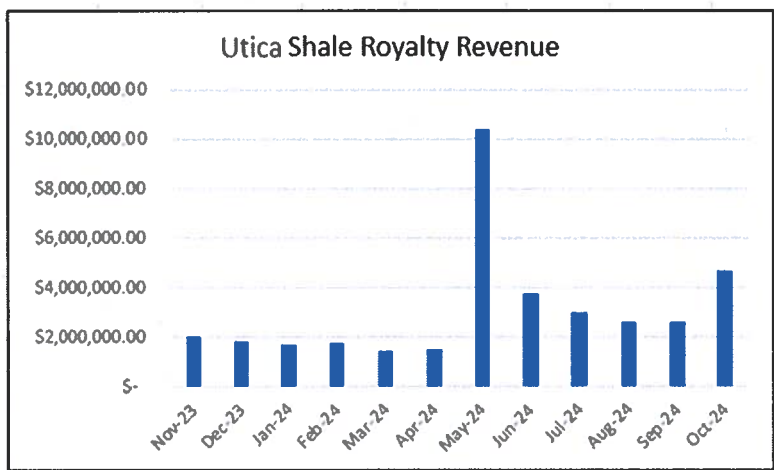
7. REPORTS

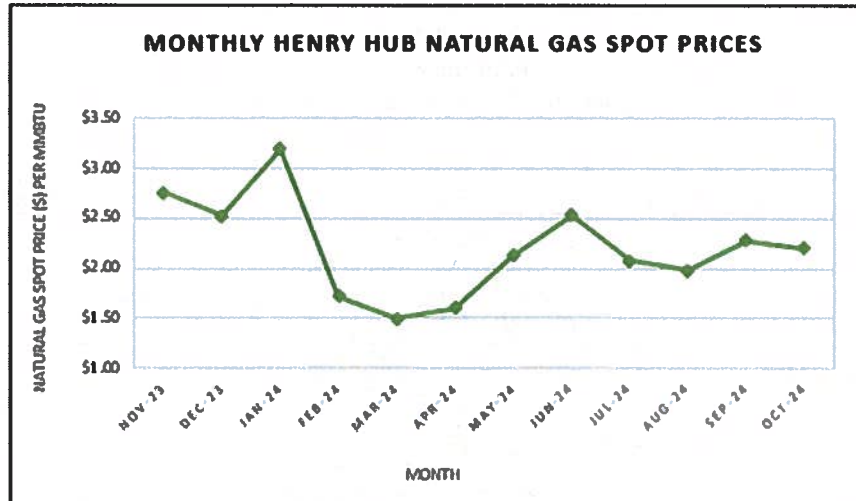
7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by 133 producing wells at Tappan, Clendening, Seneca, Dover, Piedmont, Atwood, and Leesville Reservoirs.

Utica royalties for **October** totaled **\$4.69 M** (\$4,690,440.81) which was an approximate **80.33% Increase** in month-over-month revenue from August (\$2.6M).

Item of note: 2 new wells came online at Clendening Lake and 4 new wells came online at Tappan Lake





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 October 1, 2024, through October 31, 2024.

The report is for check numbers 3137 through 3149 totaling \$14,907.57.

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

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See the preceding page for the ledger of payment of bills.

Muskingum Watershed Conservancy District			
Chippewa Subdistrict			
Payment of Bills			
October 1, 2024 through October 31, 2024			
CHECK NUMBER	PAYMENT DATE	PAY TO NAME	PAYMENT AMOUNT
0000003137	10/2/2024	Crocker Excavating	2,700.00
0000003138	10/2/2024	MAST-LEPLEY SILO	36.15
0000003139	10/2/2024	WAGNER TRUCKING & EXCAVATING	180.00
0000003140	10/10/2024	DLT SOLUTIONS	1,360.90
0000003141	10/10/2024	FRONTIER COMMUNICATIONS	535.50
0000003142	10/10/2024	ONE RAIN INC	4,308.00
0000003143	10/10/2024	USDA-APHIS, GENERAL	2,926.77
0000003144	10/18/2024	ENTERPRISE FLEET MANAGEMENT	560.59
0000003145	10/18/2024	WINNSUPPLY CLEVELAND OH CO	174.17
0000003146	10/30/2024	Addy Polaris	118.47
0000003147	10/30/2024	BRYAN YUNGEN	1,725.00
0000003148	10/30/2024	COMDOC	51.31
0000003149	10/30/2024	WEX BANK	230.71
			\$14,907.57

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

8.02 CHIPPEWA SUBDISTRICT—2025 PROPOSED BUDGET

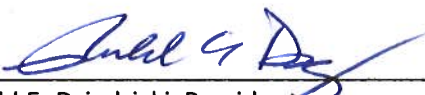
On motion by Mr. Gresh, and seconded by Mr. Gebhardt, the proposed 2025 Budget for the Chippewa subdistrict, as recommended and set forth in the above memorandum, was approved.

9. EXECUTIVE SESSION

Executive Session was held immediately after *Item 2: Introduction of Visitors and Public Participation*. Please refer to page 1 of this document for details.

10. ADJOURN

There being no further business, on motion by Ms. Ponchak, seconded by Mr. Gresh, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, December 13, 2024, at 9:00 a.m., at Kent State University—Tuscarawas Campus located at 330 University DR. NE, New Philadelphia., OH.



 Ronald E. Dziedzicki, President

ATTEST:



 Craig W. Butler, Secretary