

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
January 26, 2024, 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, January 26, 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, James Gresh, Gordon Maupin, Robert Moorehead, and Jennifer Ponchak. Mr. Gresh, President of the Board of Directors, presided.

MWCD staff in attendance were Julie Bickis, Mary Burley, Craig Butler, James Crandall, Wendy Derr, Brad Janssen, David Lautenschlager, Daniel Louwers, Jonathan Mizer, Aaron Stump, Matt Thomas, Nate Wilson, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also, in attendance for all or portions of this meeting were: Sheila Hurley (*Executive Director of MWCF*); Aaron Emig and Catherine Martin (*Spalding/Emig Company*), Mark J. Waltz (*MWCD Board of Appraisers*).

Ms. Hurley gave an update to the Board regarding the Muskingum Watershed Conservancy Foundation. She stated that the Foundation received approximately \$68,000 in donations for the fiscal year 2023. She indicated that this was an increase from 2022. Ms. Hurley cited donations from ENCINO and for Sue Hoopingartner as the reasons for an increase in donations. Looking forward to the year ahead in 2024, Ms. Hurley stated that the Foundation will focus on youth development and conversation initiatives. She also reaffirmed that EDG is working with the Foundation on developing their website. Lastly, she provided the date for the next MWCF Board meeting which was February 14, 2024.

******Item 6.01d Appraisal Report of the Leased Fee and Fee Simple Values of the Underlying land at the 1,205 MWCD Cottage Sites ("Report") was presented during the public comment period so that Aaron Emig and Catherine Martin from Spalding/Emig Company could address the Board.*****

6.01d APPRAISAL REPORT OF THE LEASED FEE AND FEE SIMPLE VALUES OF THE UNDERLYING LAND AT THE 1,205 MWCD COTTAGE SITES ("REPORT").

On motion by Mr. Maupin, seconded by Ms. Ponchak, proposed confirmation and approval of the Report for future lease rate adjustment determinations, as recommended and set forth in the above memorandum, was approved. On roll call: Mr. Gresh-yes; Mr. Maupin-yes, and Ms. Ponchak-yes. Mr. Dziejicki and Mr. Moorehead abstained.

3. APPROVAL OF MINUTES

On motion by Mr. Maupin, seconded by Mr. Moorehead, the minutes of the December 15, 2023, meeting of the Board of Directors were approved.

4. FINANCIAL

Attached (copies on file) the financial report for the twelve-month period ending December 31, 2023. The total operating income is \$24,727,251 compared to \$37,910,739 in 2022. Operating income excluding the Utica shale royalties was \$4,020,122, which is 133% greater than the prior year.

The increase in operating income is due to increased operational revenue, which excluding Utica shale is \$23,002,815 or 107% of budget, compared to \$20,123,994 in 2021, an increase of 14% over the prior year.

- General Administration/Support ended the year with \$2,372,238 (124% of budget). Interest income was \$2,140,807, which was 126% of budget and an increase of \$1,293,209 over the prior year.
- Natural Resources and Land Management ended the year at \$5,430,630 (125% of budget).
 - Agricultural operations fell short of budget, \$178,039 of revenue for the year (94% of budget). There was one payment not received on time which was received in January.
 - Timber and Pine revenue was over budget, \$798,988 of revenue for the year (130% of budget).
 - Cottage Site Revenue exceeded budget, \$3,030,143 (110% of budget)
 - Club sites and multiple docks exceeded budget, \$653,737 (105% of budget.)
 - Water Sales exceeded budget, \$655,357 (655% of budget)
- Park Operations ended the year with \$11,388,011 in revenue, which fell just short of budget and was an increase of 6% over the prior year. See further analysis in the 4th quarter Park and Marina net income analysis.
- Marina Operations ended the year with \$3,515,864 of revenue (97% of budget) and was a 7% increase over the prior year.

Operational expenses ended the year at \$18,982,593 (88% of budget), and a 1% increase over the prior year. All departments did an excellent job of controlling expenditures throughout the year. The energy agreements were able to reduce our overall utility expenses for the year, and we successfully implemented group purchasing in parks and marinas, which yielded some savings.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$6,108,994, 102% of the budget. Expenditures are \$4,450,355, 61% of budget. This is a decrease in expenses of 6% compared to the prior year.

The financial performance of the conservancy district was excellent in 2023. As we move into 2024, we will be further analyzing the KPIs regarding our financial performance including reservation data, and how the overall economy is affecting our operational income and expenses.

On motion by Mr. Moorehead, seconded by Mr. Maupin, the financial report was accepted as presented.

5. PAYMENT OF BILLS

On motion by Ms. Ponchak, seconded by Mr. Moorehead, the report of the payment of bills for the period ending December 31, 2023, was approved as presented. *(Copies on file)*

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Maupin, 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 TEMPORARY SURFACE USE AGREEMENT | COLUMBIA GAS (TC ENERGY) AT CHARLES MILL

On motion by Mr. Dziejicki, seconded by Mr. Maupin, proposed temporary surface use agreement, as recommended and set forth in the above memorandum, was approved.

6.01c TEMPORARY SURFACE USE AGREEMENT | MPLX AT CLENDENING LAKE

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

6.01d APPRAISAL REPORT OF THE LEASED FEE AND FEE SIMPLE VALUES OF THE UNDERLYING LAND AT THE 1,205 MWCD COTTAGE SITES ("REPORT").

On motion by Mr. Maupin, seconded by Ms. Ponchak, proposed confirmation and approval of the Report for future lease rate adjustment determinations, as recommended and set forth in the above memorandum, was approved. On roll call: Mr. Gresh-yes; Mr. Maupin-yes, and Ms. Ponchak-yes. Mr. Dziejicki and Mr. Moorehead abstained. ******This Item was presented and voted on during the Public Section period so that Emig/Spalding Company staff could present the report they prepared. This is a cross-reference.******

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Maupin, 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 BUDGET ADJUSTMENTS

On motion by Mr. Dziejicki, seconded by Ms. Ponchak, proposed budget adjustments, as recommended and set forth in the above memorandum, were approved.

6.02c DEEP SHALE ROYALTY REVENUE DISTRIBUTION—2023 REALLOCATION

On motion by Mr. Moorehead, seconded by Mr. Maupin, proposed updated distribution of royalty revenue, as recommended and set forth in the above memorandum, was approved.

6.02d USE OF CREDIT CARDS QUARTERLY REVIEW

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

6.02e CREDIT ACCOUNT REWARDS YEARLY REVIEW

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

6.02f USGS WATER MONITORING GAGES—ANNUAL OPERATION AND MAINTENANCE CONTRACTS

On motion by Mr. Maupin, seconded by Mr. Dziejicki, proposed 2024 joint funding agreements, as recommended and set forth in the above memorandum, were approved.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b REVISION OF SEASONAL AND VARIABLE EMPLOYEE STAFFING PLAN--2024

On motion by Ms. Ponchak, seconded by Mr. Dziedzicki, proposed revised seasonal and variable staffing plan, as recommended and set forth in the above memorandum, was approved.

6.03c PERSONNEL POLICY REVIEWS

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

6.04a CHARLES MILL LAKE SHORELINE STABILIZATION PROJECT | BID AND AWARDS RESULTS

No Board action required.

**6.04b ATWOOD LAKE—WEST MARINA LAUNCH RAMP IMPROVEMENTS PROJECT
BID AND AWARD RESULTS**

No Board action required.

**6.04c TAPPAN LAKE PARK BEACH RESTROOM AND CONCESSION BUILDING
FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST**

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed request to ratify the execution of all change orders, as recommended and set forth in the above memorandum, was approved.

**6.04d SENECA ST. ANDREWS LANE AND SUNSET DRIVE ROADWAY IMPROVEMENTS PROJECT
FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST**

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed request to ratify the execution of the change order, as recommended and set forth in the above memorandum, was approved.

**6.04e ATWOOD LAKE PUBLIC LAUNCH RAMP PAVING PROJECT
FINAL PROJECT ACCOUNTING AND CHANGE ORDER RATIFICATION REQUEST**

On motion by Ms. Ponchak, seconded by Mr. Maupin, proposed ratification of change order, as recommended and set forth in the above memorandum, was approved.

6.04f MASTER PLAN PROGRAM MANAGEMENT CONSULTANT FEES FOR 2024

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed request to authorize the suggested “not to exceed” fee, as recommended and set forth in the above memorandum, was approved.

6.04g PARTNERS IN WATERSHED MANAGEMENT GRANT PROGRAM—2023/2024 RECOMMENDATIONS

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

6.04h PURCHASE OF MOWERS AND UTILITY VEHICLES

On motion by Mr. Dziejicki, seconded by Ms. Ponchak, proposed request to authorize staff to advertise for bids and award contract, as recommended and set forth in the above memorandum, was approved.

6.05 MWCD NEW HEADQUARTERS LOCATION SEARCH

Mr. Butler explained that MWCD staff have searched for alternative locations, but the site at the Tuscarawas Regional Technology Park in New Philadelphia is the best site for new headquarters.

6.06 OTHER BUSINESS

Mr. Butler discussed the endowment and updated the Board about a meeting with the State Attorney General and State Treasurer and the need for legislation. He also discussed two projects that were submitted to the State legislature for funding including a Tappan emergency center and Atwood amphitheater project. Mr. Butler stated that the size of the Tapan project may need to be reduced. Both projects will be submitted to the Senator side. Mr. Butler stated that grants will be awarded in either June or July of 2024. Lastly, Mr. Butler discussed issues with the Land and Water Conservation Fund grant properties and discussions with ODNR regarding these.

OTHER BUSINESS ITEM 1: STRATEGIC PLAN KPIS UPDATE

MWCD staff reported on strategic plan key project indicators. Mr. Gresh requested that the KPIs develop into more tangible metrics.

OTHER BUSINESS ITEM 2: QUARTERLY MASTER PLAN UPDATE

Mr. Lautenschleger presented the Master Plan report update.

7. REPORTS

7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by 116 producing wells at Tappan, Clendening, Seneca, Dover, Piedmont, Atwood, and Leesville Reservoirs. A breakdown of the monthly royalty revenue can be seen on the attached page.

Utica royalties for December totaled \$1.83M (\$1,832,783.98) which was an approximate 9% decrease in month-over-month revenue from November (\$2.02M).

Royalty Report Exhibit *copy is on file*.

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- Several Forestry harvests have started in 2024. Harvests have begun at Leesville (21-ac.) and Mohawk (62-ac.) and are expected to be finished up in late January-early February.
- Outer Boundary marking and signage is completed at Piedmont, and ongoing at Pleasant Hill and Bolivar.
- The orphan well plugging at Seneca is ongoing. The project bid was successful, and construction began in early January.
- We are currently anticipating 2024 oil and gas well drilling and completions activity at Atwood, Tappan, Leesville, and Clendening.
- The Pilot Tree Removal Assistance Program (TRAP) kicked off at the beginning of the new year. Communication to Atwood lessees took place in December of 2023. So far in 2024 we have received a total of 17 applications for assistance which we are currently reviewing for approval.
- Preparations have begun by Leases staff for our annual spring mailings and annual spring meetings for cottage lessees as well as associations/clubs.

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION AND RECREATION IMPROVEMENT (ONGOING)

Projects in Design

- **Charles Mill Beach Area Campground and Amenities Development**
- **Clendening Marina Building and Site Improvements**
- **Leesville South Fork Launch Ramp Parking Improvements**
- **Tappan Lake Park Area 1 Walking Bridge Replacement**
- **Tappan Lake Activity Center Amenities**
- **Tappan Lake Beach Parking Solar**

Projects Under Construction

- **Atwood Activity Center Renovation:** The metal roofing continues to be installed. Interior drywall is installed. New walls are being framed in the kitchen and store area. Completion is scheduled for July 2024.
- **Clendening WWTP and Sewer Improvements:** Construction of the building has started, the block has been installed, insulation is going in and the FRP ceiling is being installed. Marina pump station has been installed. New force main and waterline are being directionally drilled. Substantial completion is scheduled for April 2024.
- **Clendening Lake Marina Cabin Area Improvements:** The project is out for bid. The project will consist of a new building that will contain a water treatment plant in addition to an adjoining laundry facility for use by Clendening staff and customers.
- **Leesville North Fork Wastewater Treatment Plant:** Contractor has begun tree clearing and SWPPP activities. Completion is scheduled for November 2024.
- **Leesville North Fork Marina Lift Station Generator:** Notice to Proceed was issued. Substantial competition is scheduled for December 2024.

- **Pleasant Hill Lake Park Area A Lift Station Generator:** Project is ongoing. Substantial Completion is scheduled for September 2024.
- **Pleasant Hill Covert Road Culvert Replacement:** Project was awarded to Stanley Miller Construction. Substantial completion is scheduled for April 2024.
- **Seneca Beach Amenity and Activity Areas:** Contractor has begun utility installation and grading operations. Completion is scheduled for May 2024.
- **Tappan Marina Building Backup Generator:** Wood Electric has installed new panels in the marina basement and has poured the pad for the new generator. Generator delivery expected in February 2024.
- **Tappan Lake Welcome Center:** The building concrete floors have been poured. Sitework including sanitary sewers and generator pad are complete. Heavy timbers, trusses, and other major systems are in production/fabrication.
- **Tappan Cabin Hill Water Booster Pump Improvements:** Footings, foundation walls, and floor slab have been installed for the new booster pump building. The building shell is scheduled for construction in late January, and final completion is expected in April 2024.

DREDGING AND SHORELINE (ongoing)

Dredging Program

- **Pleasant Hill Boat Club Dredging:** Project has been awarded to Shrock Premier Custom Construction LLC. Substantial Completion is scheduled for March 1, 2024.

Shoreline Program

- **Atwood Lake – Arcadia Drive:** Tree removal has been completed, and the MWCD Heavy Equipment Crew is planning to begin construction late January.
- **Charles Mill Lake – South Peninsula:** The project has been awarded to Albatross Management, LLC. Work is expected to begin late January and Substantial Completion is scheduled for July 31, 2024.

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

Zoar Levee

- Project Complete. Post Implementation Evaluation is underway in addition to the Dam Safety Action Class (DSAC) review.

Magnolia Levee

- Project cost estimate is \$14.6M with MWCD's non-federal cost share anticipated to be \$500k. Waiting for approval for supplement to dam safety modification report. The Project Partnership Agreement (PPA) will be sent to MWCD in Spring.

7.04 CONSERVATION

MWCD Conservation Department, in partnership with the Foundation for Appalachia Ohio (FAO) is currently in the process of building the necessary framework for supporting conservation and environmental efforts throughout the Muskingum Watershed. This suite of awards and scholarships will align with FAO's Environmental Stewardship Pillar and support MWCD's conservation strategic goals as outlined in the 2022-2027 Conservation Strategic Plan. These efforts will focus on water quality, healthy habitats, sustainability, and building strong partnerships.

With our \$5M endowment we will be able to support \$200,000 worth of projects, scholarships and fellowships every year. As an inaugural kick-off, we plan to announce the fund coinciding with Earth Day 2024. This will create an annual opportunity to celebrate and bring people together from across the region to share project successes and ideas.



The 5 Pillars of Prosperity are FAO's guiding blueprint for how philanthropic investments can transform the future of our region. They work together to strategically grow the varied resources and support our communities, schools, and citizens to generate transformative change.

The MWCD Environmental Stewardship Fund proposed areas of support for conservation

- 1. Scholarships.** Scholarships for post-secondary education or training, including for trade school programs (forestry, fish management, etc.)
- 2. Research Grants.** Grants for larger scale projects focused on water quality and healthy habitats.
- 3. Fellowships.** Multi-year fellowships for individuals to engage in projects impacting the environment and supporting greater community engagement.
- 4. Competitive Community Grants.** Funding group projects throughout the year (stream clean ups, workshops, community green spaces)

Conservation Outreach and Engagement Activities (Dec- Jan)

- 12/19 Gurnsey-Muskingum Electric Cooperative meeting, Cambridge Ohio
- 1/4 4th Annual Harmful Algal Bloom Symposium, Virtual
- 1/9 Ohio Nutrient Reduction Strategy meeting- regional workshop, Virtual
- 1/10 Conservation Presentation, Tuscarawas Co. Board of Developmental Disabilities, New Philadelphia Ohio

7.05 RECREATION REPORT

Oral report.

7.06 MARKETING/COMMUNICATIONS REPORT

ONGOING/ UPCOMING PROJECTS

- Updates to website/ social media
- Marketing/ advertising for 2024
- Brochures/ rack cards for 2024
- Website redesign
- Solar Eclipse
- Conservation videos

OUTREACH COORDINATOR PROJECTS

- Development Advisory Committee – 2 new members (21 total)
 - 4 full DAC quarterly meetings (next meeting: February 2, 2024 – Virtual)
 - 3 subcommittees (Conservation, Trails, Revenue and Development)

- 12 planned subcommittee meetings
 - 15 subcommittee meetings in 2023
- Appalachian Community Grant
 - Carroll, Coshocton, Harrison, Muskingum, Tuscarawas Counties
 - Development Grant Round 2 Award Announcement: January/February 2024
- MWCD Endowment Effort
- One-Time Strategic Community Investments Fund – Submitted two projects to Ohio House of Representatives in December 2023
 - Atwood Lake Park Amphitheater
 - Tappan Lake Regional Safety Center
- Camp Firebird Safety Planning
- 2023 Annual Report information gathering: January 2024
- LakeViews
 - New Design starting with Spring 2024 Edition
- 90th Anniversary
 - Museum display will be extended through 2025
- Ohio River Basin Alliance
 - Governance Meeting: Cincinnati – January 2024
 - Ohio River Basin Hill Day: Washington D.C. – May 2024

PROGRAMMING AND EVENTS

- 2024 Event and Program Planning is well underway. We held a meeting at each park location for brainstorming and are now working on scheduling vendors and dates. An event list rack card will be developed and printed for each location.
- Hunter Education Courses were held at Atwood, Pleasant Hill, and Seneca in November with 40 participants becoming certified.
- Events:
 - Christmas Craft – Atwood on December 2
 - Christmas Craft – Pleasant Hill on December 9
 - Winter Solstice Hike – Atwood on December 21
 - First Day Hike – Atwood on January 1
 - Sweetheart Hike – Pleasant Hill on February 10
 - Souper Bowl Hike – Tappan on February 10
 - Full Moon Winter Hike – Atwood on February 24
 - Pi(e) Day Hike – Atwood and Pleasant Hill on March 14

PRESS RELEASES IN DECEMBER

- December 4: MWCD Receives Multiple Awards
- December 12: MWCD Names Chief of Recreation
- December 28: MWCD Approves more than \$900,000 in Grants to Help Prevent Flooding and Improve Water Quality
- December 29: First Day Hike

INTERVIEWS IN DECEMBER

- Tuesday, November 14: WTOV-9 Steubenville/ Wheeling – Buckeye Trail expansion/ Economic Impact

E-BLASTS IN DECEMBER

- December 14: New Chief of Recreation (WTUZ)
- December 27: PWM Grants (WTUZ)
- December 28: First Day Hike: Channel 5 (Zoom interview), WTUZ

Social Media Analytics

Dec. 2023	Facebook (followers)	Instagram
MWCD	6977	626
Atwood	15,398	1396
Charles Mill	5,248	998
Clendening	2,026	135
Piedmont	5,675	225
Pleasant Hill	17,939	1,608
Seneca Marina	1,326	725
Seneca Park	13,537	725
Tappan	13,823	1,063

2024 COMMUNITY PRESENTATIONS

- January 10: New Philadelphia, OH – Tuscarawas Co. Board of Development Disabilities: Conservation Overview (Zucal, Thomas, Hay, Marinelli, Suggs)
- January 23: Zanesville, OH – Mid-East Career and Technology Centers: Natural Resources Conservation & Criminal Justice (Zucal, Brockmeier, Mahaffey)
- TBD: Uhrichsville, OH – Claymont HS FFA Class: Conservation Overview (Conservation)
- TBD: Location TBD – Claymont HS FFA Class Field Trip: Conservation Overview and Hands on Education (Conservation)

7.07 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 December 1, 2023, through December 31, 2023.

The December report is for check numbers 3032 through 3038 totaling \$18,506.76.

All payments have been reviewed and found to be in order. It is recommended that the Board approve the December 2023 payment of bills for the Chippewa Subdistrict.

Muskingum Watershed Conservancy District			
Chippewa Subdistrict			
Payment of Bills			
December 1, 2023 through December 31, 2023			
CHECK NUMBER	PAYMENT DATE	PAY TO NAME	PAYMENT AMOUNT
0000003032	12/13/2023	COMDOC	49.10
0000003033	12/13/2023	FRONTIER COMMUNICATIONS	510.00
0000003034	12/13/2023	ONE RAIN INC	4,257.00
0000003035	12/20/2023	BRYAN YUNGEN	11,850.00
0000003036	12/20/2023	ENTERPRISE FLEET MANAGEMENT	560.59
0000003037	12/20/2023	WOOLPERT INC	1,174.71
0000003038	12/28/2023	WEX BANK	105.36
			\$18,506.76

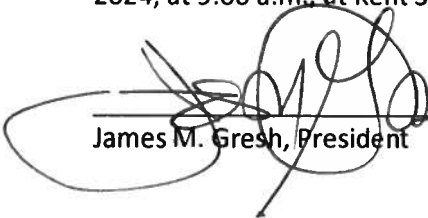
On motion by Mr. Maupin, seconded by Ms. Ponchak, the report of the payment of bills for the period ending December 31, 2023, for the Chippewa Subdistrict, was approved as presented.


9. EXECUTIVE SESSION

None.

10. ADJOURN

There being no further business, on motion by Mr. Maupin, seconded by Mr. Moorehead, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, February 23, 2024, at 9:00 a.m., at Kent State University Tuscarawas.


 James M. Gresh, President

ATTEST: 
 Craig W. Butler, Secretary

2.15.2024, jlc
 Approved 2.23.2024

