

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
May 24, 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, May 24, 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, James Gresh, Gordon Maupin, Robert Moorehead, and Jennifer Ponchak. Mr. Gresh, President of the Board of Directors, presided. Note: This is Mr. Maupin's last Board Meeting as his term ends July 1, 2024. New Board member to be determined at Conservancy Court to be held on Friday, May 31, 2024.

MWCD staff in attendance were Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler, Jamie Carlisle James Crandall, Bradley Janssen, David Lautenschleger, Michael Mahaffey, Jonathan Mizer, Pete Novotny, Jared Oakes, Matt Thomas, and Ethan Zucal.

Election of Officers:

On motion by Mr. Maupin, seconded by Mr. Moorehead, Mr. Dziedzicki was elected to serve as Board President, and Ms. Ponchak as Board Vice President starting July 1, 2024.

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, Craig Butler was appointed as Director/Secretary of the Board, and Jim Crandall was appointed as Chief Fiscal Officer.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also, in attendance for all or portions of this meeting were: Shelia Hurley (*MWCF*); Steven Snyder, Mike Beard, and Frank Beard (*residents of Beach City, Ohio*).

Mr. Snyder and Mr. Beard addressed the Board regarding access to a fishing spot at the Beach City Dam. Their families have frequented this particular fishing spot for years and recently MWCD Rangers blocked off the area. Both Mr. Snyder and Mr. Beard asked to have access restored to the area. MWCD Chief of Engineering, Dave Lautenschleger, stated he had some knowledge of the reasoning for the blockage. He explained that MWCD Rangers were experiencing problems with littering and illicit activities by some individuals. The Rangers felt by limiting access, this would limit problems. Mr. Butler stated that he would work with MWCD staff to ensure that access could be granted to the public for fishing, but also attempt to limit illicit activities by other members of the public.

Ms. Hurley gave an update on the activities of MWCF. On May 8, 2024, the Board of MWCF met. The Board approved the following grants: 1.) \$3,000 granted for Earth Day Activities and Tire Take Away Day at MWCD parks. Encino Energy partnered in this endeavor as well. 2.) \$16,236 granted for new fire training facility in Antrim, Guernsey County, in partnership with Encino. 3.) \$5,000 in funding to support the purchase of a new emergency squad vehicle for Mifflin Township which covers all of Charles Mill Lake Park. 4.) \$2,500 in funding to support design work to develop trail connections between the Village of Zoar and the Ohio Erie Canal Towpath Trail.

Ms. Hurley reported that she attended the groundbreaking ceremony for the Antrim Fire Training Facility organized by Encino Energy on May 9, 2024. Additionally, the Foundation is completing the review of the 2023 financial statements with Rea & Associates. Lastly, the Foundation continues to work on their Code of Regulations and recruiting and retaining Board members. The Annual Golf Outing is slated for Thursday, August 8, 2024, at Oak Shadows. The next Board meeting is slated for Wednesday, August 21, 2024.

Mr. Butler asked the minutes to reflect the acknowledgement of the passing of Rick Basnett, an MWCD Lease Technician who passed unexpectedly and will deeply be missed.

3. APPROVAL OF MINUTES

On motion by Mr. Maupin, seconded by Mr. Dziejicki, the minutes of the March 22, 2024, meeting of the Board of Directors were approved.

4. FINANCIAL

Attached (copies on file) is the financial report for the four-month period ending April 30, 2024. The total operating income is \$3,491,796 compared to \$3,450,573 in 2023.

The operational revenue is \$9,374,324 compared to \$8,906,356 in 2023, an increase of 5% over the prior year.

- Natural Resources and Land Management revenue is \$1,397,317, an increase of 19% over the prior year.
 - Cottage Site revenue is \$561,349, an increase of 6% over the prior year.
 - Docking revenue is \$371,000, an increase of 24% over the prior year. The large increase is attributed to the timing of payments received.
- Park revenue is \$5,849,832, an increase of 4% over the prior year.
 - Park Camping revenue is \$5,659,109, up 4% from the prior year and makes up 97% of total park revenue. Occupied nights are down 13% from the prior year and the number of reservations is down approximately 2.5%.
 - Vacation Cabin revenue is \$140,546, up 10% over the prior year. Occupied nights are down 28% from the prior year and the number of reservations is down 25%.
- Marina revenue is \$1,483,294, flat compared to the prior year.
- See Park and Marina net income analysis for further explanations.

Operational expenses are \$5,882,528, an increase of 8% over the prior year. General Admin/Support is up 22% largely due to the increase in operating equipment. Year to date the expense is \$192,830 (\$5,900 prior year) and includes district computer upgrades, a new track loader and portable generator. Personnel expenses make up 54% of the total operational expenses. Personnel expenses are \$3,241,794, up 12% over the prior year. All expenses are within budget expectations.

Oil and Gas lease payments are \$8,002,693, during April the second installment from the Tappan lease was received. This account is 99% of the budget. Oil and Gas royalties are tracking budget expectations and are \$6,425,824 (16% of budget) through April. The new wells recently completed at Tappan are on-line and payments started in May.

The financial performance through the first four months of the year is positive. We will continue to monitor the overall financial performance of the parks and marinas as we enter into the main recreation season in order to ensure we meet our budgetary targets.

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

5. PAYMENT OF BILLS

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, the report of the payment of bills for the periods ending March 31, 2024, and April 30, 2024, were 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 AMENDMENTS AND CONSENTS TO ASSIGNMENT OF OIL AND GAS LEASES

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

6.01c SHORT TERM WATER SUPPLY | ATWOOD/LEESVILLE LAKE

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

6.01d POTENTIAL LAND ACQUISITION—WILLS CREEK

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

6.01e OPERATIONAL POLICY REVISIONS—MARINE EVENT POLICY

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

6.01f DONATION OF MINERALS AND AMENDMENT TO TAPAN OIL AND GAS LEASE

On motion by Mr. Moorehead, seconded by Mr. Dziedzicki, proposed mineral deed and amendment to lease, as recommended and set forth in the above memorandum, were approved.

6.01g BOARD OF APPRAISERS VACANCY

On motion by Mr. Maupin, seconded by Mr. Moorehead, proposed appointment of Gary L. Barker, as recommended and set forth in the above memorandum, was approved.

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 Mr. Moorehead, proposed budget adjustments, as recommended and set forth in the above memorandum, were approved.

6.02c USE OF CREDIT CARDS QUARTERLY REVIEW

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

6.02d FUND TRANSFERS

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

6.02e 2024 NATUREWORKS GRANT APPLICATIONS

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

6.02f 2024 RECREATIONAL TRAILS PROGRAM STORYBOOK GRANT APPLICATION

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

6.02g MAGNOLIA LEVEE | PROJECT PARTNERSHIP AGREEMENT

On motion by Mr. Dziejicki, seconded by Mr. Moorehead, proposed PPA, self-certification of financial stability, and letter of intent, as recommended and set forth in the above memorandum, were approved.

6.02h GENERAL LIABILITY INSURANCE RENEWAL

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

6.02i FIREFLY WOODLANDS LEASE

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

6.02j TAPPAN MARINA RESTAURANT LEASE

On motion by Mr. Dziejicki, seconded by Mr. Maupin, proposed ratification of lease, as recommended and set forth in the above memorandum, was 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 ORGANIZATIONAL RESTRUCTURE--ADMINISTRATION

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed revisions, as recommended and set forth in the above memorandum, were 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 CLENDENING LAKE PARK NEW MARINA BUILDING | REQUEST TO BID AND AWARD

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

6.04b CLENDENING LAKE | REQUEST TO AMEND DESIGN CONTRACT

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

6.04c MWCD ADMINISTRATIVE HEADQUARTERS | REQUEST APPROVAL TO ENTER INTO A CONSTRUCTION MANAGER AT RISK CONTRACT

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed solicitation of proposals and authorization to enter into a contract with a CMR, as recommended and set forth in the above memorandum, were approved.

6.04d PROPOSED DAILY RATES FOR 2025

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

6.04e OHIO LAKE MANAGEMENT SOCIETY'S (OLMS) CLAM PROGRAM

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

6.04f COOPERATIVE WORK AGREEMENT | ODA/SWCD 2024 WORK PLAN

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

6.05 ATWOOD REGIONAL WATER AND SEWER DISTRICT

On motion by Mr. Maupin, seconded by Mr. Dziedzicki, proposed reappointment of Mr. Jeff Yohe, as recommended and set forth in the above memorandum, was approved.

6.06 2023 MWCD ANNUAL REPORT

On motion by Mr. Maupin, seconded by Ms. Ponchak, proposed 2023 MWCD Annual Report, as recommended and set forth in the above memorandum, was approved.

6.07 PRESENTATION OF MWCD STRATEGIC PLAN

Oral report with updates on the strategic plan initiatives.

6.08 MASTER PLAN QUARTERLY REPORT

Oral report. *Copy of slideshow available upon request.*

6.09 OTHER BUSINESS

Mr. Butler provided the following updates to the Board:

- 1.) MWCD will provide support to the Dockside Bar and Grill restaurant at Tappan Lake Marina to obtain a higher-level liquor license permit, so that the bar may offer higher grade spirits and Sunday sales of alcohol.
- 2.) Leesville Lake South Marina experienced a small Tornado during the weekend of May 17, 2024.
- 3.) Leatrea Harper intends to hold a press conference at the time of the Conservancy Court meeting on Friday, May 31, 2024.
- 4.) OTSCIF Grants have been awarded for two MWCD projects: The Tappan Lake Law Enforcement Training Center and Upgrades to the shoreline and Marina at Charles Mill Lake.
- 5.) Last of the Flood Mitigation Listening sessions is to occur on Tuesday, June 18, 2024, at The Dawes Arboretum.
- 6.) USACE Dam Week to start on June 1, 2024, and to feature seven dam locations.
- 7.) Conversations with Infinity Energy have begun with MWCD staff regarding the leasing of minerals around Seneca Lake.

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.

Utica royalties for **March** totaled **\$1.43M** (\$1,434,007.62) which was an approximate **18% decrease** in month-over-month revenue from February (\$1.76M).

Utica royalties for **April** totaled **\$1.54M** (\$1,542,740.24) which was an approximate **8% increase** in month-over-month revenue from March (\$1.43M).

Royalty Report Exhibit *copy is on file.*

7.02 IMMEDIATE OR PENDING LITIGATION

None.

In lieu of reports, the MWCD Strategic Plan initiative updates were presented during Item 6.07 of the agenda.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

Attached is the Payment of Bills report for the Chippewa Subdistrict for the period March 1, 2024, through March 31, 2024, and April 1, 2024, through April 30, 2024.

The March report is for check numbers 3053 through 3060 totaling \$14,663.83.

The April report is for check numbers 3061 through 3074 totaling \$59,187.48.

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

**Muskingum Watershed Conservancy District
 Chippewa Subdistrict
 Payment of Bills
 March 1, 2024 through March 31, 2024**

CHECK NUMBER	PAYMENT DATE	PAY TO NAME	PAYMENT AMOUNT
0000003053	3/6/2024	COMDOC	98.26
0000003054	3/6/2024	WAGNER TRUCKING & EXCAVATING,	350.00
0000003055	3/13/2024	FRONTIER COMMUNICATIONS	510.00
0000003056	3/13/2024	Hasenstab Architects	6,465.00
0000003057	3/21/2024	COMDOC	57.34
0000003058	3/21/2024	ENTERPRISE FLEET MANAGEMENT	560.59
0000003059	3/21/2024	Hasenstab Architects	6,465.00
0000003060	3/28/2024	WEX BANK	157.64
			\$14,663.83

**Muskingum Watershed Conservancy District
 Chippewa Subdistrict
 Payment of Bills
 April 1, 2024 through April 30, 2024**

CHECK NUMBER	PAYMENT DATE	PAY TO NAME	PAYMENT AMOUNT
000003061	4/4/2024	HOME DEPOT	67.96
000003063	4/10/2024	Hasenstab Architects	4,310.00
000003064	4/17/2024	CHIPPEWA-PETTY CASH	115.08
000003065	4/17/2024	MAST-LEPLEY SILO	225.69
000003066	4/17/2024	UNITED FENCING	75.10
000003068	4/25/2024	COMDOC	46.27
000003069	4/25/2024	ENTERPRISE FLEET MANAGEMENT	560.59
000003070	4/25/2024	FRONTIER COMMUNICATIONS	510.00
000003071	4/25/2024	HOME DEPOT	73.90
000003072	4/25/2024	MWCD	52,349.44
000003073	4/25/2024	WAGNER TRUCKING & EXCAVATING,	700.00
000003074	4/25/2024	WEX BANK	153.45
			\$59,187.48

On motion by Mr. Maupin, seconded by Ms. Ponchak, the report of the payment of bills for the periods ending March 31, 2024, and April 30, 2024, for the Chippewa Subdistrict, were approved as presented.

9. EXECUTIVE SESSION

None.

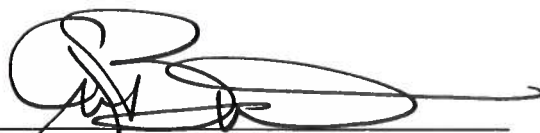
10. ADJOURN

There being no further business, on motion by Mr. Maupin, seconded by Mr. Dziejdzicki, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, July 19, 2024, at 9:00 a.m., at Atwood Lake Activities Center. Conservancy Court meeting to be held on Friday, May 31, 2024, at 1:00pm at the Tuscarawas County Court of Common Pleas in New Philadelphia, Ohio.



 Ronald E. Dziejdzicki, President

ATTEST:



 Craig W. Butler, Secretary

7.10.2024, jlc
 Approved 7.19.2024