

## Sand Beach Conservancy Meeting March 17, 2011

David Matzinger called the meeting to order at 7:00p.m. In attendance were Dave Matzinger—President, Tim Clapp—Vice President, Shanna Strouse—Sec/Treas., Bob Spearing—Advisory Board. Laura Schank—guest. Larry Heintz was out of town but available by phone.

Correction for the March minutes: None. Tim moves to accept minutes as is. Dave seconds. Motion carried.

Treasurer's Report		
01/01/10	Beginning Balance	\$63,536.66
	Deposits	\$ -
	Interest	\$ 16.23
	Expenses	\$ 80.59
01/31/10	Ending Balance	\$63,472.30
02/01/10	Beginning Balance	\$63,472.30
	Deposits	\$ -
	Interest	\$ 14.60
	Expenses	\$ 30.09
02/28/10	Ending Balance	\$63,456.81

Tim moves to accept Treasurer's Report. Dave seconds. All in favor. Motion carried.

Bills					
Bills for January					
1-A-	1	1/3/2011	Toledo Edison	1129	24.34
1-A-	7	1/18/2011	William Maloney	1130	56.25
Total January					80.59
Bills for February					
1-A-	9	2/1/2011	Shanna Strouse	1131	5.87
1-A-	1	2/1/2011	Toledo Edison	1132	24.22
Total February					30.09
Bills for March					
1-A-	1	3/1/2011	Toledo Edison	1133	24.07
1-A-	7	3/17/2011	William Maloney	1134	89.00
Total for March					113.07

Dave moves to accept and pay bills. Tim seconds. All in favor. Motion carried.

**Correspondence:**

- ◆ Mr. Harris for the pumping station. We will discuss this in old business.
- ◆ Sent off the Bowser-Morner contract.
- ◆ Sent Bill Maloney's contract.
- ◆ Insurance Updates.
- ◆ Sent News Herald information on our March meeting to print.
- ◆ Received audit information letter
- ◆ Received agreement from Mr. Maloney on the pump house.

**Old Business:**

Pump house—We sent a rough draft of the agreement to Frank Harris. He forwarded us a Joe Young email with information on the pump station. He talks about getting Pete Schoop to step in. We aren't sure if he wants to turn over pump station to the SBA—we are assuming he means SBCE. It gave us the impression that he might want to handle the problem themselves and not enter into the purchase agreement. We are fine with this as long as they fix the problem with their leaking station. As far as the directors are concerned the pump agreement would still be in place. We will put on hold until we hear back from Frank Harris.

Engineer—we sent the contract back to Bowser-Morner. The Directors agreed to have them send any and all information to Shanna who will then provide forwards or copies to the Directors.

--We will get BM up to speed on Andrassy's information and get an estimate on what the price would be to survey from 1<sup>st</sup> to 9<sup>th</sup> streets.

Attorney—we signed our yearly contract with William Maloney. The rates are the same as last year. We will contact him about our Annual Reports and when he hopes to finish them to turn in to the court.

Mowing—Dave talked with Matt Heintz about mowing again. He will send us an estimate to mow 3 times (before Memorial Day, July 4<sup>th</sup>, and Labor Day) . Dave moves to hire Matt Heintz to do 3 mowings as stated above not to exceed \$1,500. Tim seconds. Motion carried.

We have never heard back from Mr. Leput about missing last fall's survey.

Walkways—the walkways need stained. Dave did not get a chance to get a quote from Unilliance for power washing and staining. We would like to get this done by April/May. Dave moves to contact Unilliance to power wash and staining the decks not to exceed \$7,000. They are to do what they can with the \$7,000 and possibly finish in fall if it exceeds. Tim seconds.

**New Business:**

Our audit will begin on March 28, 2011. Our audit will be around \$1,400 this year.

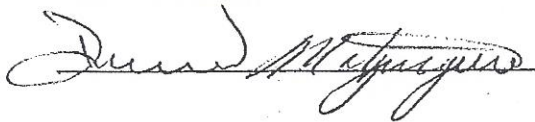
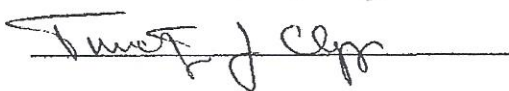
Insurance—Tim moves to pay VS Beck Insurance for our Annual Renewal. We will get the paperwork signed and updated.

Appropriation—The Directors decided to hold off until June to determine what amount, if any, we will need. They want to see where the pump station deal is and see if marsh banks need repairing. We will only go for appropriations if the money is needed.

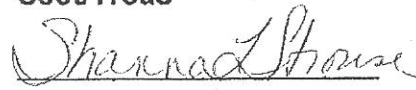
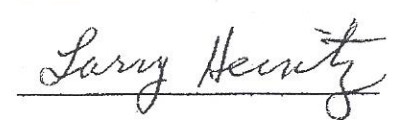
Shanna will contact Kenny Gyde about possibly adding a new fire proof file cabinet at the Hall. If he is fine with it then Shanna will purchase a new one. Dave moves to buy a file cabinet not to exceed \$1,500. Tim seconds. Motion carried.

With no further business to come before the board, Tim moves to adjourn the meeting at 7:40 PM. Dave seconds. Meeting adjourned. Next meeting will be on June 16, 2011 at 7pm at the Carroll Township Hall.

**Board of Directors**

**Sect/Treas**



SAND BEACH CONSERVANCY DISTRICT  
1st Jan/1-Mar/31 2011

		1-A-1	1-A-2	1-A-3	1-A-4	1-A-5	1-A-6	1-A-7	1-A-8	1-A-9	1-A-11	Check Column	
		Budgeted	Utilities	Payroll	Engineer	Maintenance	Insurance	Other	Legal	Contracts & Materials	Supplies	Unappropriated Funds	Check Column everything should zero out
		\$108,700.46	\$1,000.00	\$3,000.00	\$5,000.00	\$2,500.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$1,000.00	\$79,200.46	\$0.00
Residual		\$105,438.84	\$903.30	\$3,000.00	\$5,000.00	\$2,500.00	\$439.00	\$3,495.00	\$4,854.75	\$5,000.00	\$994.13	\$79,200.46	\$0.00
2010	Expense	Check #											
1/3/2011	Toledo Edison	1129	24.34										\$0.00
1/18/2011	William Maloney	1130	56.25						\$56.25				0.00
2/1/2011	Shanna Strouse	1131	5.87										0.00
2/1/2011	Toledo Edison	1132	24.22							\$5.87			0.00
3/1/2011	Toledo Edison	1133	24.07										0.00
3/17/2011	William Maloney	1134	89.00										0.00
3/21/2011	VS Beck Insurance	1135	3,011.00						\$89.00				0.00
3/21/2011	NBOH Check smit copy fee	EFT	5.00				\$3,011.00						0.00
3/21/2011	Toledo Edison	1136	24.07					\$5.00					0.00
	Current Total		\$ 3,263.82	\$ 96.70	\$ -	\$0.00	\$3,011.00	\$5.00	\$145.25	\$0.00	\$5.87	\$ -	0.00
	Previous Total		\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
	YTD Total		\$ 3,263.82	\$96.70	\$0.00	\$0.00	\$3,011.00	\$5.00	\$145.25	\$0.00	\$5.87	\$0.00	\$0.00
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Receipts

31-Jan Interest  
28-Feb Interest  
3/7/2011 Assessment  
31-Mar Interest

Quarter Total  
Previous Total  
YTD Total

Estimated Income  
Balance yet to receive

Assessments Interest Misc. Income/Revenue

16.23  
14.60

20.97

\$24,387.97  
\$0.00  
\$24,387.97

\$45,000.00  
\$20,612.03

Beginning Balance

Withdrawals to  
Deposits to  
Interest to  
Assess. As of  
Bank Balance

63,536.66  
\$3,263.82  
\$0.00  
\$51.80  
\$24,387.97  
\$84,712.61

1/1/2011  
3/31/2011  
3/31/2011  
3/31/2011  
3/31/2011

Audit Committee Signatures:

Bob Sparring

W. L. Hacker

Chris Owen

## Sand Beach Conservancy Meeting June 16, 2011

David Matzinger called the meeting to order at 7:01p.m. In attendance were Dave Matzinger—President, Tim Clapp—Vice President, Larry Heintz—Director, Shanna Strouse—Sec/Treas., Bob Spearing, Bill Hatker, Chris Allman—Advisory Board. Laura Schank and Ted Behnken—guests.

Correction for the March minutes: None. Larry moves to accept minutes as is. Tim seconds. Motion carried.

Treasurer's Report		
03/01/11	Beginning Balance	\$ 3,456.81
	Deposits	\$ 24,387.97
	Interest	\$ 20.97
	Expenses	\$ 3,153.14
03/31/11	Ending Balance	\$ 84,712.61
04/01/11	Beginning Balance	\$ 84,712.61
	Deposits	\$ -
	Interest	\$ 20.16
	Expenses	\$ 660.74
04/30/11	Ending Balance	\$ 84,072.03
05/01/11	Beginning Balance	\$ 84,072.03
	Deposits	\$ -
	Interest	21.87
	Expenses	\$ 2,067.30
5/31/2011	Ending Balance	\$ 82,026.60

Tim moves to accept Treasurer's Report. Larry seconds. All in favor. Motion carried.

Bills					
Bills for March					
1-A-	1	3/1/2011	Toledo Edison	1133	24.07
1-A-	7	3/17/2011	William Maloney	1134	89.00
1-A-	5	3/21/2011	VS Beck Insurance	1135	3,011.00
1-A-1	6	3/21/2011	NBOH Check stmt copy fee	EFT	5.00
1-A-	1	3/21/2011	Toledo Edison	1136	24.07
Total March					3,153.14
Bills for April					
1-A-	2	4/18/2011	State of Ohio	1137	2.95
1-A-	2	4/18/2011	OPERS	1138	150
1-A-	2	4/18/2011	Shanna Strouse	1139	507.79
Total April					660.74
Bills for May					
1-A-	1	5/6/2011	Toledo Edison	1140	



					24.33
1-A-	6	5/6/2011	Treasurer of State of Ohio	1141	1,300.53
1-A-	7	5/31/2011	William Maloney	1142	88.50
1-A-	4	5/31/2011	Matt Heintz	1143	450.00
1-A-	9	5/31/2011	Shanna Strouse	1144	130.56
1-A-	1	5/31/2011	Toledo Edison	1145	73.38
<b>Total for May</b>					<b>2,067.30</b>
<b>Bills for June</b>					
1-A-	6	6/15/2011	Treasurer of State of Ohio	1146	53.37
1-A-	7	6/16/2011	William Maloney	1147	475.75
<b>Total For June</b>					<b>529.12</b>

Larry moves to accept and pay bills. Dave seconds. All in favor. Motion carried.

#### **Correspondence:**

- ◆ Mr. Harris for the pumping station. We will discuss this in old business.
- ◆ Newsherald-meeting notice published
- ◆ Maloney-contract agreement for pump station purchase
- ◆ Hoppenjahns (Bowser-Morner)-he had questions on our Andrassy files and the fall survey.
- ◆ Post Card for David Matzinter's Director seat.

#### **Old Business:**

Walkways—Unilliance contacted Dave about the work on the decks. They are hoping to get the work done this week. They feel they can get the staining done for \$7,000. If not they will finish in the fall. Tim suggests getting better quotes in the future.

Pump Station—Mr. Harris signed a preliminary agreement so we can start emergency work. Wadsworth Excavating is out to coffer both sides of the Harris Pump Station. The marsh is at emergency levels so work is being done asap. Mr. Harris took out the fish farming section from the agreement. Bill Maloney wants legal descriptions for the property. Shanna forwarded information to him. The property is in question on who owns it—Mr. Harris or Green Cove Condominium Group. David talked with maintenance from Green Cove, if they own the property; they would not have any issues with us doing work on the pump station. Dave talked with Al Weireck at BEC for them to possibly survey and do a title search. They estimated that they could do this for \$500. Tim moves to hire BEC or who they recommend to perform the title search not to exceed \$500. Larry 2<sup>nd</sup>. All in favor. Motion carried. Dave moves to hire BEC to prepare

legal descriptions of the property not to exceed \$500. Tim seconds. All in favor. Motion carried. Dave moves to hire Wadsworth not to exceed \$6,000 for the marsh coffer. Larry seconds. All in favor. Motion carried.

Tim suggests waiting until our August meeting for the 2<sup>nd</sup> coffer to be placed. Wadsworth gave an estimate of \$5,000 for the second coffer. After discussion on this project and the fact that these coffer are temporary the Directors agree to move forward. Dave moves to hire Wadsworth to place coffer on the marina side not to exceed \$7,000. Larry seconds. All in favor. Motion carried. The Directors feel that there needs to be a special meeting in July to keep the purchase moving forward. Dave moves to have a special meeting to deal with the Pump Station and buoy repairs on July 21, 2011 at 7pm at the Carroll Twp Hall (if schedule permits with Kenny Gyde from the CTH). Larry seconds. All in favor. Motion carried.

Dave will call Dick Hoppenjahns from Bowser-Morner about our files from Chris Andrassy and the fall survey. He will also inquire about them performing a check of the pump box to see what repairs are necessary or possible replacement.

We have still had no response from David Leput on the lack of fall survey for 2010. Dave will try to contact him about that and the last correspondence Chris Andrassy had with him dealing with discontinuing our yearly survey.

Kenny Gyde talked with the Township Trustees and they would rather us not put another cabinet at the hall due to space restrictions. The files should be gone through and possibly go from there.

Appropriation—Dave suggests staying at the \$45 thousand appropriation since we do not know what is going to come up with this pump purchase and taking in consideration of emergency funds. After talking about figures Tim would rather \$20 Thousand. Larry suggested \$30 Thousand to be on the safe side since the District likes to have at least \$45K in reserve in case of flood. There was discussion on how much the flood of 98 finally cost. Dave suggests agreeing on \$25 Thousand. Tim moves to set the appropriation at \$25,000. Larry seconds. All in favor. Motion carried.

#### **New Business:**

The buoys were placed and 5<sup>th</sup> street is already out. There is need to get spare parts for the buoys but an estimation is not clear. We will deal with this subject at the Speical Meeting. Dave will try to get figures.

Our next regular meeting is on August 18, 2010.

Shanna will get everything set up and posted for the special meeting on 7/21.

There were questions on if we can email unapproved minutes. We will recheck with our attorney and get his opinion.

With no further business to come before the board, Tim moves to adjourn the meeting at 8:06 PM. Larry seconds. Meeting adjourned.

**Board of Directors**

David M. Johnson

Tim S. & CPA

**Sect/Treas**

Kenneth Strauss

Larry Heintz



SAND BEACH CONSERVANCY DISTRICT  
2nd Qtr  
Apr-Jan  
2011

2011 Expense	Check #	Additional Appropriation:											Check Column
		Budgeted	Unites	Payroll	Engineer	Maintenance	Insurance	Other	Legal	Contracts & Materials	Supplies	Unappropriated Funds	
4/1/2011 State of Ohio	1137												
4/1/2011 OPERERS	1138												
4/1/2011 Sparta Strouse	1139												
5/6/2011 Toledo Edison	1140												
5/6/2011 Treasurer of State of Ohio	1141												
5/31/2011 William Maloney	1142												
5/31/2011 Matt Halitz	1143												
5/31/2011 Sparta Strouse	1144												
5/31/2011 Toledo Edison	1145												
6/1/2011 Treasurer of State of Ohio	1146												
6/1/2011 William Maloney	1147												
Current Total		\$ 3,257.16	\$ 97.71	\$ 660.74	\$ 0.00	\$ 450.00	\$ 0.00	\$ 3,353.90	\$ 584.25	\$ 0.00	\$ 130.56	\$ 0.00	\$ 0.00
Previous Total		\$ 3,253.82	\$ 96.70	\$ 660.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,011.00	\$ 145.25	\$ 0.00	\$ 5.87	\$ 0.00	\$ 0.00
Y T D Total		\$ 6,520.98	\$ 194.41	\$ 1,321.48	\$ 0.00	\$ 450.00	\$ 0.00	\$ 6,364.90	\$ 729.50	\$ 0.00	\$ 136.43	\$ 0.00	\$ 0.00

Receipts	Assessments	Interest	Misc. Income/Revenue
Apr Interest		20.16	
May Interest		21.87	
Jun Interest		20.29	
Quarter Total	\$0.00	\$62.32	\$0.00
Previous Total	\$24,387.97	\$0.00	\$0.00
Y T D Total	\$24,387.97	\$62.32	\$0.00
Estimated Income	\$45,000.00	\$181.00	\$0.00
Balance yet to receive	\$20,612.03	\$118.68	\$0.00

Beginning Balance	4/1/2011	6/30/2011	6/30/2011	6/30/2011	6/30/2011	6/30/2011
Withdrawals to						
Deposits to						
Interest to						
Assess. As of						
Bank Balance						

84,712.61	\$3,257.16	\$62.32	\$0.00	\$81,517.77
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Audit Committee Signatures:

R.A. Sprang

Bil Hatcher

**Sand Beach Conservancy District—Special Meeting**  
July 21, 2011

Dave called the meeting to order at 7 pm.

In attendance were: David Matzinger—President, Tim Clapp—Vice President, Larry Heintz—Director, Shanna Strouse—Secretary/Treasurer, Bill Hatker, and Bob Spearing—Advisory Board. Guests were Don and Bev Taylor, Mark Walter, and Laura Schank.

Notification for this meeting was as follows:

Sign posted at Guard House on 6/27/2011

News herald website on 6/29/2011

Published in News herald on following dates: 6/29/2011, 7/19/2011, and 7/21/2011.

Emailed on 6/27/2011 and 7/19/2011 for the email list.

This meeting has 2 purposes. 1. The Harris pump station purchase/repair. 2. Repair figures for the buoys on our MBWG's.

Pump Station—Dave talked with Cal Wadsworth from Wadsworth Excavating, Inc. and it appears to be a cast iron or steel pipe about 20 ¾" in diameter on the lake side. It would be \$1,000 for the plumber's pipe to inflate and seal. Cal built a ¼" plate to fit that pipe instead. Then he used heavy tar strips to seal the pipe. They are using a 2" electric pump which was gaining on the drainage until it tied up. It appears there is still a leak on the lake side. Cal has another 2" pump to finish pumping. Dave asked a dollar amount to pull the pump and take it to Lakecraft since his equipment is there. He estimated about \$1,000. The access hatch on the top of the building should come off and he should be able to lower a cable to get the pump out. The motor is setting at Green Cove Development's maintenance shop. Shaun Nystrom gave the ok to hold it there.

David also talked with Dick Hoppenjahns (Bowser-Morner Engineering). They can check the thickness of the box, rust damage, and the overall shape. To do this, we have to power wash the box so they can climb down to do the inspection. The original quote was \$500 but this is if we have our own safety/confined space team. If he needs to set up the team, then he will have to reconfigure the quote. Possible companies to call for a confined space/safety team, power washing, pipe camera services, and waste removal are Darr Septic systems, C&W tank Services, and possibly Adkins Sanitation. They all are possible companies to work with Bowser-Morner. Tim should contact these companies and get estimates.

Dick Hoppenjahns says this pump station work is out of his expertise but there are engineers in his office that can do this job. There was talk about the steel box and building new forms in the box. We are not sure of the dollar amount this would take. Norwalk Concrete states that a pre-cast unit would be about \$10-15K (without knowing the actual specs) to sit inside the housing. We will have to have the inspection to see where to go and get actual specifications.



Cal Wadsworth will possibly come out tomorrow to check the pump and go from there. We need to have the pump removed and at least refurbished. Once Lakecraft inspects the pump we will know if it is worth refurbishing or not. They have more efficient motors and could possibly give a credit for the old motor.

There was discussion from the guests of why this purchase was important to the District. We need to have the Harris pump station fixed so we can pump down the water when it gets too high. With the Harris pump station leaking, we cannot do this. There was a comment of this being a 2 part problem. Fixing the leaks and figuring if the pump is good. We have been in contact with Frank Harris. Frank is trying to eliminate all of his holdings in this area since he lives in Florida. He is not looking to invest any further money in his current holdings. Therefore the District agreed to enter into a purchase agreement with Frank Harris for \$1.00. The board agreed to have Wadsworth place the coffer dam on both sides. We are borrowing the coffer dams (Wadsworth). Green Cove Development lent out the dirt to fill around the dam.

There was a question on the Pumping agreement. It is the same pumping agreement that we already have in place with Mr. Harris. The District will pump the water down to the bench mark. If Mr. Harris wishes to raise or lower the level due to hunting needs, he will be responsible for the pumping/backfilling bill.

Cal Wadsworth said that the valve stems (approx. 15' long) are bent and he is not sure what condition they are in. The coffer dam will hold for a while but the pump and leak should be fixed ASAP.

Cal stated that the valve work is out of his expertise. A few possible repair people are Hans Hansen (Don Taylor recommended him) and possible Gary Appling with Buckeye Boiler.

There was a question on when the pump can be reinserted. The pump can be inserted at any time without having to re-coffer. The decision will probably come down to a quick fix (which might last another 20 years) or how it will function the best for the District's needs. Dave feels it would be better to fix it right versus cheap.

There might be a need to cut more holes in the side. It should be big enough for a safety harness and a lanyard. Tim moves to talk to Cal Wadsworth about 2<sup>nd</sup> 2" pump and removing the pump to transport to Lakecraft, and to cut whatever access holes he deems necessary not to exceed \$3,000. Larry seconds. All in favor. Motion carried.

Tim moves to call Darr, Adkins, and C&W to get prices on safety team, power wash, waste removal, cameras for the pipe inspection and Bowser-Morner to inspect (all coordinated together) not to exceed \$10,000. Larry second. All in favor. Motion carried.



BEC is doing the research on the pump station ownership. They also should be able to do the title search and still come in around \$500 (Motion passed in June). They will undoubtedly give a guarantee on their work but we will double check.

Buoy Repair—Dave went to Port Supply

Galvanized 3/8 proof regular steel (what we are currently using) \$4.55ft our cost.

Stainless 5/16 \$22.55ft. We could possibly go smaller.

¼" Shackles Galvanized \$3.13

¼" Stainless \$9.30

Dave replaced a few shackles with stainless and sees no wear but wonders if it is worth the extra cost. Stainless would be better but far more money. We normally use a 7' chain per buoy.

Regular Red 12" Buoy \$37.99-they do not always have in stock

Dave donated the pipes and custom made them, himself. 18" pipe pushed through the hole to help with movement.

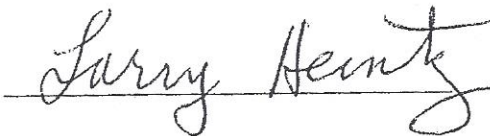
Possibly try 1 or 2 with Stainless to experiment.

We have accounts with Port Supply (Boats US/West Marine), Gordon Lumber, Oak Harbor Hardware, and Lowe's.

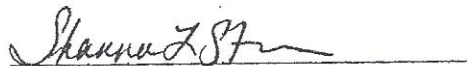
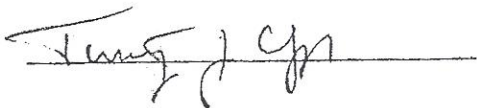
We have 1 extra regular buoy and 2 smaller ones for emergency. There is no hurry on this-just wanted to get prices to get an idea.

With no further discussion, Dave moves to adjourn at 7:55. Larry seconds. All in favor. Next meeting is a regular meeting on August 18, 2011 at 7pm at the Carroll Twp hall.

Directors:



Secty/Treas:



## Sand Beach Conservancy Meeting August 18, 2011

David Matzinger called the meeting to order at 7:00 p.m. In attendance were Dave Matzinger—President, Tim Clapp—Vice President, Larry Heintz—Director, Shanna Strouse—Sec/Treas., Bob Spearing, Bill Hatker—Advisory Board. Laura Schank—guest.

Correction for the June minutes: None. Larry moves to accept minutes as is. Tim seconds. Motion carried.

Corrections for July Special Meeting Minutes: None. Tim moves to accept minutes as is. Larry seconds. Motion carried.

Treasurer's Report		
06/01/11	Beginning Balance	\$ 82,026.60
	Deposits	-
	Interest	20.29
	Expenses	\$ 529.12
06/30/11	Ending Balance	\$ 81,517.77
07/01/11	Beginning Balance	\$ 81,517.77
	Deposits	\$ 21,009.31
	Interest	19.30
	Expenses	\$ 8,416.05
07/31/11	Ending Balance	\$ 94,130.33
08/01/11	Beginning Balance	\$ 94,130.33

Larry moves to accept Treasurer's Report. Tim seconds. All in favor. Motion carried.

Bills					
Bills for July					
1-A-	4	7/3/2011	Matt Heintz	1148	405.00
1-A-	1	7/3/2011	Toledo Edison	1149	245.69
1-A-	7	7/18/2011	William Maloney	1150	30.25
1-A-	4	7/18/2011	Unilliance	1151	7,000.00
1-A-	6	7/18/2011	BWC	1152	50.00
1-A-	2	7/18/2011	State of Ohio	1153	2.95
1-A-	2	7/18/2011	OPERS	1154	150.00
1-A-	2	7/18/2011	Shanna Strouse	1155	509.79
1-A-	4	7/18/2011	Dave Matzinger	1156	22.37
Bills for August					
1-A-	1	8/1/2011	Toledo Edison	1157	165.95
1-A-	8	8/2/2011	Wadsworth Exc.	1158	9,050.00
1-A-	7	8/18/2011	William Maloney	1159	203.75
1-A-	5	8/18/2011	Bolte Insurance	1160	103.00
1-A-	9	8/18/2011	Shanna Strouse	1161	121.04

Larry moves to accept and pay bills. Tim seconds. All in favor. Motion carried.



### **Correspondence:**

- Shanna to News Herald—tried to have them post for the appropriation hearing and this meeting several times. No action on their end.
- Received Laura Schank's appointment and information on the appropriation hearing which will be August 29, 2011 at 3:30 pm at the Ottawa County Court of Common Pleas.

### **Old Business:**

Pump Station—Dave talked with Pete Segard. Mr. Segard was waiting for measurements. Pete still needs a call with measurements on the lake side (the dockside shore to the end of the pipe) and the marsh side (the shoreline to the end of the pipe—might have to be estimation since it is still covered). Shaun Nystrom relayed that Cal Wadsworth did not pick up the motor to go with the pump. Lakecraft will need a call in regards of how to proceed. When it comes time to inspect the box, we need Cal to bring out pumps beforehand. A Director should contact Bowser-Morner to see if they want to still see the box. We could possibly use the rusted box as forms for a new one. The other option is to get down into it and get proper measurements. We are not sure how costly or damaging it will be to pull the box. Possibly talk with the engineer to see the best way to move forward. Harry Mylander (Unilliance) might be able to estimate how much that may be. If we go with a precast, we have dealt with Norwalk Concrete. They did our MBWG's. Lakecraft knows of another outfit that may possibly be able to quote also. We have not gone forward on the confined space team. Dave will get copies of the keys for Laura and Tim.

Buoys—7<sup>th</sup> street's buoy came off and 2<sup>nd</sup> street's is underwater. Dave has 2 small buoys for a temporary fix and Tim retrieved the regular size one out of the marsh. There may be a chance the SBA will allow storage in the guard shack for the buoys over the winter.

A Director should touch base with Dick Hoppenjahns (Bowser-Morner) for our fall survey. Mr. Hoppenjahns is familiar with the lakeshore and Mr. Andrassy's work. Larry moves to hire Bowser-Morner for four fall survey for the Corp of Engineers requirement not to exceed five thousand. Tim seconds. All in favor. Motion carried.

Our appropriation hearing is on August 29<sup>th</sup> at 3:30. It will be held in the Ottawa County Court of Common Pleas.

### **New Business:**

There need to be a few transfers between funds. Tim moves to transfer seven thousand from Un-appropriated to Maintenance. Larry seconds. All in favor. Motion carried. Larry moves to transfer twenty six thousand from un-appropriated funds to Contracts and Materials. Tim seconds. All in favor. Motion carried.

Mark Walter is pleased with the walkways. He suggested maybe next year to stain the sand barriers to match. The color is Teak and it came from Lowes. We



are not sure what brand. It is estimated that it would take about \$500 a right a way. Larry moves to do sand barriers not to exceed three thousand five hundred. Tim seconds. All in favor. Motion carried. Larry moves to transfer three thousand five hundred to maintain from Un-appropriated to Maintenance. Tim seconds. All in favor. Motion carried.

We will contact Matt Heintz to mow before Labor Day.

Laura Schank was appointed to fill David's seat. Laura asked for the Directors to pass the following resolution:

"The Board, on behalf of the Conservancy District, wishes to express its appreciation and gratitude to Dave Matzinger for the many years of dedicated service and support he has provided as a Director. Dave's generous contributions of his time, energy and skills in furthering and protecting the interests of the District have been substantial and valuable. As formal recognition of Dave's contributions to the District over the years, the Board adopts this resolution as a permanent record of appreciation for his accomplishments on its behalf and wishes Dave all of the best for the future."

Larry moves to accept resolution. Tim seconds. Motion carried.

Tim will check the buoys and see what needs to be done.

With no further business to come before the board, Larry moves to adjourn the meeting at 7:42 PM. Tim seconds. The next meeting will be on October 20, 2011 at 7:30 pm. Meeting adjourned.

**Board of Directors**

Timothy J. Cohn  
Larry Heintz

**Sect/Treas**

Shanna L. Skum  
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## Sand Beach Conservancy Meeting October 20, 2011

Tim Clapp called the meeting to order at 7:00 p.m. In attendance were Tim Clapp—Vice President, Larry Heintz and Laura Schank—Director, Shanna Strouse—Sec/Treas., Bob Spearing and Phil Miller—Advisory Board. Ron Lamont and Chris Allman—guest.

Correction for the August minutes: None. Laura moves to accept minutes as is. Larry seconds. Motion carried.

Treasurer's Report		
08/01/11	Beginning Balance	\$ 94,130.33
	Deposits	-
	Interest	16.48
	Expenses	\$ 9,643.74
08/31/11	Ending Balance	\$ 84,503.07
09/01/11	Beginning Balance	\$ 84,503.07
	Deposits	\$ -
	Interest	13.89
	Expenses	\$ 789.20
09/30/11	Ending Balance	\$ 83,727.76
10/01/11	Beginning Balance	\$ 83,727.76

Larry moves to accept Treasurer's Report. Laura seconds. All in favor. Motion carried.

Bills					
Bills for September					
1-A-	4	9/2/2011	Matt Heintz	1162	405.00
1-A-	1	9/2/2011	Toledo Edison	1163	384.20
Bills for October					
1-A-	1	10/6/2011	Toledo Edison	1164	33.25
1-A-	2	10/18/2011	State of Ohio	1165	2.95
1-A-	2	10/18/2011	OPERS	1166	150.00
1-A-	2	10/18/2011	Shanna Strouse	1167	508.79
1-A-	9	10/18/2011	William Maloney	1168	413.00

Larry moves to accept and pay bills. Laura seconds. All in favor. Motion carried.

### Correspondence:

- BEC—regarding survey dealing with pump station on 9/20/11. Will touch on in Old Business.
- BEC—regarding survey for purchase of pump station.
- Spore—Bill Shank about precast vault for pump house.

### Old Business:

Pump Station—Larry and Tim met with BEC to get measurements. We need to replace the box due to rusting. It definitely needs to be taken out. We can still use the existing pipe. We are looking at a 20 horsepower motor which is bigger than



The Secretary/Treasurer position will be open. Shanna will not be renewing her contract at the end of December. We will be emailing a notice, posting it at the guard house and also mailing out post cards for applicants to submit by the end of November to Tim Clapp.

We still have an issue about filing cabinets/storage issues. We will possibly look into a scanning company so we save space. We were offered to store some files at the SBA shelter house if need be.

Shanna will get information on a P.O. Box and how much it will cost for December's meeting

Discussion was initiated by the secretary regarding letters that were sent to Judge Winters during the appointment process. She was able to review the letters and was offended by some of the false accusations set forth by some residents of the District. There were multiple accusations of mismanagement of funds and inappropriate reimbursements for gas by David Matzinger (then President) and herself. She felt, that by not holding a hearing, the Judge may have believed these false accusations, therefore tarnishing three decades of work for the Conservancy by David Matzinger and a decade of service by the secretary. The secretary felt the Judge did not do service to the District by not speaking to the candidates, other directors, or holding a public hearing on the matter. To be clear, the District is audited every two years by the state of Ohio with no questionable accounting. Tim and Larry agree that the allegations are false and spoke highly about the time they served on the board with David Matzinger.

With no further business to come before the board, Larry moves to adjourn the meeting at 8:13 PM. Laura seconds. The next meeting will be on December 15, 2011 at 7:00 pm. Meeting adjourned.

**Board of Directors**

Larry Harty  
Laura  
Tim Clapp

**Sect/Treas**

Shanna



## Sand Beach Conservancy Meeting December 15, 2011

Tim Clapp called the meeting to order at 7:03 p.m. In attendance were Tim Clapp—Interim-President, Laura Schank—Interim-Vice President, and Larry Heintz—Director, Shanna Strouse—Sec/Treas., Bob Spearing and Phil Miller—Advisory Board. Debbie Matzinger, Sandra Cordell, Bud Cordell, Kym Adams, Sabrina Cherry, and Chris Allman—guest.

Correction for October's minutes: After a lengthy discussion as to remove parts of discussion on page 3, paragraph beginning with "Discussion was initiated by...", it was agreed upon that the only changes would be the following typos: Tim Clapp brought the meeting to order, not Dave Matzinger and meeting time for the December meeting is 7:00 pm not 7:30 pm. Laura S moves to accept minutes as corrected. Larry seconds. Motion carried.

Treasurer's Report		
10/01/11	Beginning Balance	\$ 83,727.76
	Deposits	-
	Interest	14.19
	Expenses	\$ 1,107.99
10/31/11	Ending Balance	\$ 82,633.96
11/01/11	Beginning Balance	\$ 82,633.96
	Deposits	\$ -
	Interest	13.55
	Expenses	\$ 269.34
11/30/11	Ending Balance	\$ 82,378.17
12/01/11	Beginning Balance	\$ 82,378.17

Larry moves to accept Treasurer's Report. Laura seconds. All in favor. Motion carried.

Bills					
Bills for November					
1-A-	9	11/1/2011	Shanna Strouse	1169	89.58
1-A-	1	11/1/2011	Toledo Edison	1170	179.76
Bills for December					
1-A-	1	12/4/2011	Toledo Edison	1171	160.89
1-A-	7	12/4/2011	William Maloney	1172	383.50
1-A-	7	12/8/2011	Ottawa Co. Recorder	1173	88.00
1-A-	3	12/15/2011	BEC & Associates	1174	500.00
1-A-	8	12/15/2011	Geck Electric	1175	440.00
1-A-	7	12/15/2011	William Maloney	1176	590.25
1-A-	2	12/15/2011	US Treasury	1177	84.30

1-A-	2	12/15/2011	State of Ohio	1178	2.95
1-A-	2	12/15/2011	OPERS	1179	150.00
1-A-	2	12/15/2011	Shanna Strouse	1180	508.79
1-A-	6	12/15/2011	BWC	1181	50.00
1-A-	9	12/15/2011	Shanna Strouse	1182	44.48

Larry moves to accept and pay bills. Laura seconds. All in favor. Motion carried.

#### Correspondence:

- We received the Harris Pump Station purchase agreement. It has been signed and recorded at the Ottawa County Court House.
- Received estimates—Geck Electric \$440.00 for electric removal for pump work (already paid), Geck Electric \$5,760 for pump house electric, controls and transformers. BEC—Pump Station Replacement Project \$67,000, Impact Data Imaging—Electronic scan and storage of District files \$1,540, AMI—Electronic scan and storage of District files breakdown. All estimates will be attached at the end of the minutes.
- PO Box Purchase--\$46.00 for 1 year with 2 keys.

#### Old Business:

Pump Station—Purchased and recorded the agreement with Frank Harris. We have received an estimate on replacement and work for the pump station (attached). We have been pumping still due to the weather. The gate is open and the pump is set on automatic to pump when needed. We are still above bench mark. Lake Erie is 20" higher than December 2010 and 16" higher than long term average for Decembers. The coffer dams and plugs are still in place to help combat the leaking. Since the water is so high and the pump station needs to be fixed, Laura feels that we need to propose a resolution declaring sudden emergency to hopefully wave the bid and notice process. Laura moves to send signed resolution declaring sudden emergency with asking the bid and notice process to be waived to the Judge in hopes for a ruling quickly. Larry seconds. All in favor. Motion carried. The resolution will be signed, finalized, and sent to Mr. Maloney. We will possibly have Sam Conte (Lakecraft) come in and inspect/maintain our original pump two times a year to make sure it remains working properly. With the ground being saturated we feel we need to fix the Harris pump station as soon as possible. At this point in time we only have BEC's estimate in. Laura S moves to move forward with the lowest and/or best bid for the replacement. Larry H Seconds. All in favor. Motion carried.



Fall Survey—Shanna talked with Milt P. (BEC) about the Fall Survey. He says it is two-thirds done and hopefully one more day will complete it. Then they just need to input the number and generate the report.

**New Business:**

The District received a donation of a Toshiba Netbook with Office Suite 2010. This will greatly help keep District books separated from personal files. Shanna has the netbook loaded, files transferred, and set up for the new secty/treas.

PO Box—Laura S moves to open a PO BOX for the District at \$46 per year. This will come with 2 keys. Larry Heintz seconds. All in favor. Motion Carried.

Meeting Quorum—Laura S states that the ORC 6010 states that 2 Directors are required for a quorum with the 3<sup>rd</sup> able to be teleconferenced. Therefore she moves that at the meetings there needs to be 2 Directors physically at the meeting with the 3<sup>rd</sup> available by phone or conference. Larry Heintz seconds. All in favor. Motion Carried.

The Secty/Treas contract has been revised. There was an addition on Issue Item 9 (pg. 3 section in parenthesis). Added is "included but not limited to..." Laura moves to add that insert. Larry seconds. All in favor. Motion carried.

There were two candidates interested in the position of Secty/Treasurer. Only one sent in a resume which is Kym Adams. Kym is present at the meeting and still interested in the position. She has read the employee agreement and is fine with the above change of language. Laura moves to hire Kym Adams for the position. Larry Heintz seconds. Kym Adams accepts. All in favor. Motion carried.

Scanning and electronic storage of files—Larry Heintz moves to hire Impact Data for our file conversion not to exceed \$2,000. Tim seconds. All in favor. Motion carried.

With no further new business, the board will move into Reorganization for 2012.

**President**—Laura S nominates Tim Clapp. Tim accepts. Larry H seconds. All in favor. Motion carried.

**Vice President**—Larry H nominates Laura Schank. Laura accepts. Tim C seconds. All in favor. Motion carried.

**Secretary/Treasurer**—Laura S moves to hire Kym Adams for 2012 at a salary of \$2,500. Kym accepts. Tim C seconds. All in favor. Motion carried.

**Engineer**—Laura S moves to hire an engineer on an as needed basis. Larry H seconds. All in favor. Motion carried.



**Attorney**—Larry H moves to keep William Maloney on until we receive new contract. When new contract is received, we will finalize at our next meeting. Laura S seconds. All in favor. Motion carried.

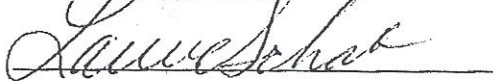
**Inventory**—list attached. Tim moves to accept Inventory List. Larry H seconds. All in favor. Motion carried.

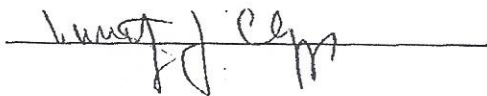
**2012 Appropriated Budget**—Larry H moves to accept attached budget. Laura S seconds. All in favor. Motion carried.

**2012 P.O.'s**—Laura S moves to write Blanket PO's and pay standard and monthly bills when received. Larry seconds. All in favor. Motion carried.

With no further business to come before the board, Larry moves to adjourn the meeting at 8:31PM. Laura seconds. The next meeting will be on January 19, 2012 at 7:00 pm. Meeting adjourned.

**Board of Directors**





**Sect/Treas**



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**Sand Beach Conservancy District Financial Report**  
**January 1, 2011 thru December 31, 2011**  
**Appropriations Adjustments**

Fund	Name	Appropriation	Debit	Credit	Particular	Balance	Spent
1-A-1	Utilities	1,000.00	-	1,000.00	UAF	389.79	1,610.21
1-A-2	Payroll	3,000.00	-	-		268.74	2,731.26
1-A-3	Engineer	5,000.00	-	-		4,500.00	500.00
1-A-4	Maintenance	2,500.00	-	10,500.00	UAF	4,717.63	8,282.37
1-A-5	Insurance	3,500.00	-	-		386.00	3,114.00
1-A-6	Other Expenses	3,500.00	-	-		1,995.10	1,504.90
1-A-7	Legal	5,000.00	-	-		2,581.75	2,418.25
1-A-8	Contracts & Materials	5,000.00	-	26,000.00	UAF	21,510.00	9,490.00
1-A-9	Supplies	1,000.00	-	-		608.47	391.53
	Un-Appropriated (UAF)	79,200.46	37,500.00	-		41,700.46	-
		<u>108,700.46</u>	<u>37,500.00</u>	<u>\$37,500.00</u>		<u>78,657.94</u>	<u>30,042.52</u>
<b>Balance as of Jan 1, 2011</b>			<b>63,536.66</b>				
1st 1/2 Assessment			24,387.97				
2nd 1/2 Assessment			21,009.31				
Interest			191.53				
Misc. Other Deposit			-				
Disbursements			<u>30,042.52</u>				
<b>Ending Balance as of 12-15-2011</b>			<b><u>79,082.95</u></b>				