

Sand Beach Conservancy District
January 19, 2012

Meeting was called to order at 7:02pm.

In Attendance:

Tim Clapp – President, Laura Schank- Vice President, Kym Adams – Sec/treas. Larry Heintz – Available by phone. Attendees: Chris Allman, Ted Behnken.

Approval of minutes:

District contact information was corrected and minutes were approved. Laura Schank moved to approve as corrected, Tim Clapp second. Motion Carried.

Treasurer's Report:

December			
1-A-	1	12/4/2011	Toledo
			Edison
1-A-	7	12/4/2011	William
			Maloney
1-A-	7	12/8/2011	Otta
			Rec
1-A-	3	12/15/2011	BEC &
			Associat
1-A-	8	12/15/2011	Geck El
1-A-	7	12/15/2011	William
			Maloney
1-A-	2	12/15/2011	US Trea
1-A-	2	12/15/2011	State of
1-A-	2	12/15/2011	OPERS
1-A-	2	12/15/2011	Shanna
			Strouse
1-A-	6	12/15/2011	BWC
1-A-	9	12/15/2011	Shanna
			Strouse
1-A-	6	12/22/2011	USPS
1-A-	1	12/29/2011	Toledo
			Edison
INT			

Tim moves to accept Treasurer's Report after amendment. Larry second.

Old Business:

Update on Pump Station: Review of Engineer's estimate of Probable Costs of replacement of pump project was reviewed. Total estimated project cost was \$67,000, which excluded costs such as contractor fees and excavation fees. Electrical bid (Geck) at \$5760 for pump house electric, controls and transformers. The bid (Kelly & Sons) was reviewed which was \$38,100. This bid did not include other expenses which such as

engineering, excavating, permits and other expenses. Motion from Laura Schank for Unillance to start project, Tim second. Motion carried. Motion from Larry Heintz to make down payment to LakeCraft and Spoering for pump. Laura seconds. Motion carried. After lengthy discussion the board members felt this project is **over budget**. Board members felt the need for more clarification on exact duties each contractor has. The bids either lacked a service or overlapped services. Clarification needed from all parties in bidding process to proceed. Further discussion on our options at current time included letting the pump set for now and pump unilaterally for time being as needed. Borrow against our next assessment or possibly of a grant. Tim will contact Todd Pickley at the Ottawa County Regional Planning Commission for possibility of grant funds available for the pump project.

After this lengthy discussion it was proposed to have a Special Meeting, Feb 9, 2012 to discuss financing the pump in order to proceed with this pump project. Kym will do all necessary postings for the Special Meeting.

Fall Survey:

Laura talked to Milt P. (BEC) about the Fall Survey. He said it was completed this day sent to Bowser Morner. Fall Survey bill from BEC \$2820.00. Motion to the pay the bill. Kym to follow up with Milt at BEC and Bowser Morner for completion of Fall Survey.

Document Conversion:

Our Attorney, Bill Maloney sent Laura and forwarded to Kym the Ohio Electronic Record Retention guidelines and advised us to proceed with document conversion to electronic format. Document conversion **NOT DESTRUCTION**. Kym will contact other districts on document retention policies and document schedules as well as coordinate this process with IMPACT. Motion to proceed with IMPACT Data Imaging for document conversion to electronic format: Laura Schank, second Larry. Motion carried.

New Business:

Record Retention Policy: Laura and Kym to work on our district record retention policy for our district records for June meeting.

Adjournment:

Tim moves to adjourn the meeting at 8:15p. Larry seconds.

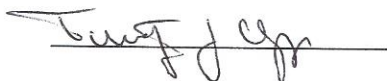
Larry complimented Tim and Laura on all their hard work and dedication on this project.

Next Meeting: Special meeting to be held Feb 9, 2012. Meeting Adjourned.

Board of Directors:

Tim Clapp - President
419-356-4514
Tclapper90@bex.net

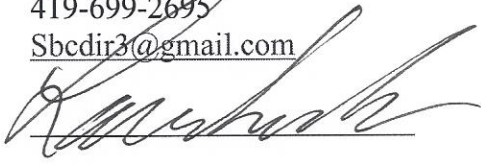
Larry Heintz
419-261-4009
lheintz9@gmail.com



Laura Schank – Director

419-699-2695

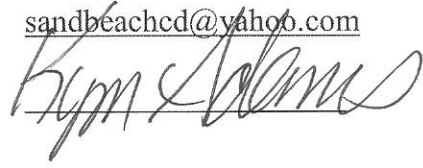
Sbcdir3@gmail.com

A handwritten signature in black ink, appearing to read 'Laura Schank', written over a horizontal line.

Kym Adams, Sec/Treas

419-260-5121

sandbeachcd@yahoo.com

A handwritten signature in black ink, appearing to read 'Kym Adams', written over a horizontal line.

Sand Beach Conservancy District

SPECIAL MEETING

Feb 9, 2012

Tim called this meeting to order at 7pm.

In attendance were: Tim Clapp – President, Laura Schank – Vice President, Kym Adams – Sec/Treas, Advisory members: Phil Miller, Bob Spearing, Attendees: Ron LaMont, Chris Allman, Terry Breymair. Larry Heintz was available by phone if necessary.

Notifications for this meeting was as follows:

Sign posted at Guard House – 1/20/12, News Herald Website 1/22/12 to be published for 3 times. Emailed notice on 1/22/12 to conservancy list.

This meeting's purpose was to discuss pump station financing.

The bottom line is we do not have the funds to complete this project and only want to proceed with this project in whole. The board will address this issue in June when we determine the effects in the coming year.

It is felt this project is no longer an emergent basis and nulls our emergency contract will be null by the courts

This project will have to be a public bid process.

Tim will check with Joe Uhinck at the Ottawa County Soil and Water Conservancy District to see if there is any Grant funding available for the pump project.

Motion to adjourn meeting by Tim, second by Laura. All in favor.

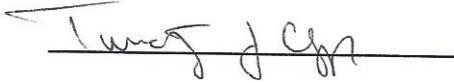
Meeting adjourned at 750pm. Next regular meeting will by June 21, 2012 at 7pm at the Carroll Twp hall.

Directors:

Tim Clapp – President

419-356-4514

Tclapper90@bex.net



Larry Heintz

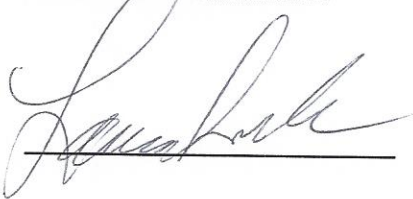
419-261-4009

lheintz9@gmail.com

Laura Schank

419-699-2695

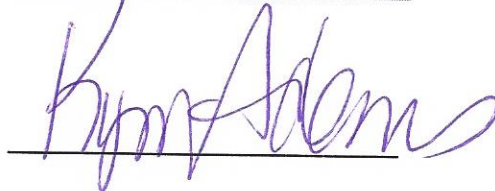
Sbkdir3@gmail.com



Kym Adams – Sec/Treas

419-260-5121

sandbeachcd@yahoo.com



Sec/Treas:

Sand Beach Conservancy District

June 21, 2012

Meeting was called to order at 7:00pm by President Tim Clapp.

In Attendance:

Tim Clapp – President, Laura Schank- Vice President, Kym Adams – Sec/treas.

Attendees: Chris Allman, Ted Behnken, Phil Miller, Bob Spearing, Bill Hatker, Ron LaMont

Approval of minutes:

Laura Schank motion to modify January minutes regarding any director not present at the meetings can not vote by phone.

Motion to modify minutes to reflect: Laura Schank, Tim Clapp second.

Motion to approve the January minutes. Laura Schank, Tim Clapp second. Motion passed.

Special meeting minutes in Feb: motion to approve: Laura Schank, Tim Clapp second.

Motions carried.

Treasury Report:

Treasury report was read.

Motion to approve treasury report: Tim Clapp, second Laura Schank. Motion passed.

Outstanding bills to be paid.

Beck Insurance		1202	3,163.00
IMPACT data Imaging		1203	333.11
Maloney		1204	236.25
Bowser Morner		1205	774.74
Tim Clapp		1206	105.68
Kym Adams		1207	29.07

Motion to pay the bills: Tim Clapp, Laura Schank second. Motion passed.

Wildlife Refuge/Soil Conservancy:

Tim had met with Mark Witt and Joe Uhinck regarding the pump station project. Mark and Joe not in attendance and felt they could not help our project due to conflict of interest. However they referred Tim to Ducks Unlimited. Looking to see their organization could give SBCD a grant assist in this pump project. Unsure if there will be any outcome from Ducks Unlimited, however possible with duck hunting season in the fall. Laura discussed our pumping agreement we have regarding the marsh. Mark Witt to contact Tim, after their meeting to see if Ducks Unlimited interested.

Bid Process for Pump:

Since our pump project is over the statutory \$25,000, this will be handled under the public guaranteed bid process. Notice of bidding will be published at least once a week for 2 weeks in a newspaper with general circulation. BEC has all the blueprints for this project available for review. BEC is the official engineer for SBCD for this project. SBCD cannot solicit any bids, it's a public bid. Official notices can be sent to previous contractors that the SBCD has dealt with. Further investigation will need to be done on notice of bid and drafting of notices for the open bid process. Proposed to have open bid process for beginning of August. Our attorney was contacted about guidelines for the bidding process, however no specificity. We will contact Miami Conservancy district to see if we could adapt their bid process for our usage as well. Laura and Kym to work on the bid process. Consider posting our bid on the Dodge Report. Contact person for the project will be Tim Clapp by email, subject line: Pump Project. We will then contact our attorney to make sure our codes and requirements are met.

Motion to proceed with notice of bid and get published as soon as possible, for sealed bids, working with our attorney, Bill Maloney: Laura Schank, second Tim Clapp. Motion passed.

Buoy Update:

Tim did some research on buoy chains and supplies. Discussion of materials needed for these buoys, many of the buoys need replaced due to wear through the summer and fall seasons. Discussion of price estimates of commercially constructed buoys versus what materials that could be purchased at the different home improvement stores. Tim feels he could construct these buoys cheaper over the winter to have ready for the 2013 summer season. When these buoys are pulled for the season, Tim will evaluate how many buoys will actually need replaced.

Motion to proceed with buoy repair and purchasing of equipment. Laura Schank, Tim Clapp second. Motion passed.

Assessment for 2013

The Conservancy District needs money for the pump replacement project. In order to continue this project is a necessity to have the maximum \$45,000 assessment for 2013. It was also felt that in order to get this pump completed the appropriate time, the district will need to check with the county Auditor's office in taking a loan against next year's assessments. Once the hearing date is set for the special assessment, a notice will be posted at the guard shack bulletin board, as well as email listing.

Motion to proceed with the maximum amount of assessments for 2013 or the pump project as the primary goal: Laura Schank. Second Tim Clapp. Motion passes.

Record Retention/Request

Historical records for the SBCD have been scanned electronically. This project was completed and all data has been returned and stored on the district netbook, as well as flash drives. Impact Data Imaging processed our pictures and blueprints, these were returned to us on CD as well. The district has adopted a records retention policy for destruction of our records, minutes, files. Some records need to be kept permanently, some do not. The purpose of this policy is to determine how long some records need to be kept. Our standardized policy was adopted from another conservancy district's policy. Our attorney reviewed it and advised to proceed.

Motion to adopt the retention/destruction policy: Laura Schank, second Tim Clapp. Motion passed.

The SBCD possesses all historical data in electronic form. The public can request information by completing a request form. This is also a standardized request form under law. A log of request of information will also be kept. This was also sent to our attorney for review.

Impact Data imaging is currently storing all the hard copy documents. Starting in July, there will be a monthly storage fee. Since we currently possess all data sent to Impact Data Imaging either on the Netbook, flash drive or CD, those documents could be destroyed. The district felt the Blue prints should be returned and not destroyed.

Motion to destroy documents housed by Impact Data Imaging: Laura Schank, second Tim Clapp. Motion passed.

Motion to accept the policy and request form as official document of SBCE: Laura, second Tim

Since all of our data is kept on the Netbook as well as the flash drive, it is recommend that we keep the flash drive in a safe, secure location. Laura researched and recommended purchasing a fire proof lock box to store the flash drive. The flash drive will be kept at a separate location which would be the Carroll Township hall file cabinet (which is a locked cabinet) in the fire box. There was discussion in regards to purchasing a lock box versus a safety deposit box at our bank. Kym will check with National Bank of Ohio to see if there is a fee; otherwise purchase a firebox.

Motion to purchase a fire box to store the flash drive in no more than \$25.00: Laura Schank, second Tim Clapp. Motion passed.

Marsh Mowing:

This district had contacted a couple of mowing services for bids to mow the marsh. Usually the district has 3 mowings of the marsh. This year it will only be done twice. Next year it was recommended that we have the marsh cut 3 times during the summer season.

Motion to hire Matt Heintz to mow the marsh banks, twice this year not to exceed \$500.00: Laura Schank, second Tim Clapp. Motion passed.

Other Correspondence:

We received certified mail in March from David Leput of the Army Corp of Engineers, stating our fall survey was late. Our fall survey was submitted by the March deadline.

Correspondence from our attorney Bill Maloney advising the district on how to proceed with the bid process of the pump project. Any project over the \$25,000 needed to follow the open bid process. His recommendation is to bid the whole project as whole instead of in stages.

We will be submitting our Annual Report to the court and it will be of public record. Our annual report is later than normal due to our meeting schedule was different from the previous years. For the upcoming years, we will continue to have our meetings on a regular basis.

Next meeting: August 16, 2012 at the Carroll Township Meeting Hall.

Motion to Adjourn: Laura Schank, second Tim Clapp.

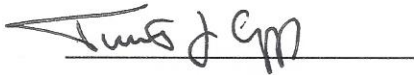
Adjournment at 755pm.

Board of Directors:

Tim Clapp – President

419-356-4514

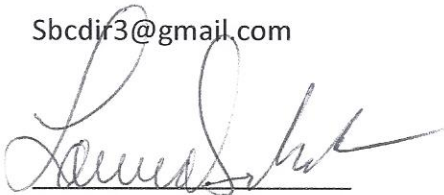
Tclapper90@bex.net



Laura Schank

419-699-2695

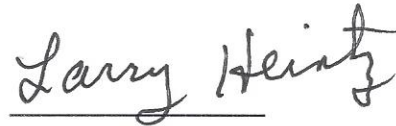
Sbcdir3@gmail.com



Larry Heintz

419-261-4009

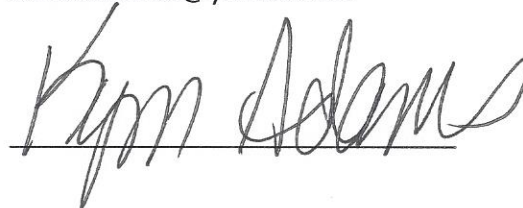
lheintz9@gmail.com



Kym Adams – Sec/Treas

419-260-5121

sandbeachcd@yahoo.com



Sand Beach Conservancy District

Aug 16, 2012

Meeting was called to order at 7:04pm by President Tim Clapp.

In Attendance:

Tim Clapp – President, Laura Schank- Vice President, Larry Heintz – Director,

Kym Adams – Sec/treas.

Attendees: Bob Spearing, Bill Hatker

Approval of minutes:

Laura Schank motion to modify January minutes regarding any director not present at the meetings cannot vote by phone.

Motion to modify minutes to reflect director may not vote over phone: Laura Schank, Tim Clapp second.

Resolution to modify June minutes in January to reflect that a director may NOT vote over the phone.

Motion to approve the June minutes. Laura Schank, Tim Clapp second. Motion passed.

Treasury Report:

Treasurer's Report		
6/10/12	Beginning Balance	\$ 78,813.58
	Deposits	-
	Interest	12.43
	Expenses	\$ 5,085.33
		\$ 73740.68
6/29/12	Ending Balance	
	Beginning Balance	\$ 73,740.68
	Deposits	\$ -
	Interest	12.83
	Expenses	\$ 1,465.94
7/31/12	Ending Balance	\$ 72,287.57
8/1/12	Beginning Balance	\$ 72,287.57

Bills/Deposits for Aug:

Toledo Edison \$28.56

Ohio BWC \$50.00

William Maloney \$390.50

Bolte Insurance \$103.00

Kym Adams (sup) \$38.86

Second Assessments to be deposited: \$11,030.12

Motion to accept treasury report and pay the bills: Tim Clapp, move Larry Heintz, second Laura Schank

Pump Station Update:

After reviewing the bid process, the conservancy contacted our engineer, BEC to move forward with plans and specifications as well as bid notice. The notice of bids will be posted in the Port Clinton News Herald and will be posted as required. Open bids will be accepted on September 20, 2012 via special meeting at the Carroll Twp hall. BEC will be accepting the bids and will bringing them to the meeting. The conservancy must guarantee monies in the time bids are accepted to move forward. In order for this process to continue, the conservancy has filed a certification for annual assessments to the county auditor for \$45,000. In order to move forward, the conservancy district must submit a letter for advancement on the tax assessments.

Motion to submit letter of advancement to commissioners: Laura Schank, second Larry Heintz. Motion passed.

Tim Clapp contacted Toledo Edison regarding our electrical supply to our new pump, once it is installed. The pump will need an upgrade which could cost up to \$2400. Discussion of where to mount the meter and is recommended to mount the meter on the pump station instead of pole, pending specs.

Special Meeting:

Sept 20, 2012, 7pm at Carroll Twp hall will be a special meeting to the open bids process.

Bid Process:

BEC has had experience with the bid process. They have all our plans and specs for this project.

Motion to hire BEC to do the work on bid process: Laura Schank, Tim Clapp and Larry Heintz second. Motion passed.

Buoy update:

Buoy supplies have arrived and materials were less expensive than estimated. From those materials purchased through West Marine, Tim was able to construct 6 buoys with chains and bars. A couple of deflated buoys will be replaced this year. The remaining will be stored for the winter. The old chains and materials will be recycled.

Assessments for 2012:

At our June meeting our assessments for 2012 were approved for \$45,000. It was signed without hearing by Judge Winters and Kym Adams filed it at the courthouse and certified by the county auditor.

Record Retention/Request/Storage:

The Sand Beach Conservancy District blue prints were returned from Impact Data Imaging. They will be stored in our file bin at the Carroll Twp hall. The flash drive containing all historical data from this conservancy is also stored in the fire box, purchased and stored in the file cabinet at the township hall.

We have a policy for request of information and request form for the public if necessary. To request a form, please email: sandbeachcd@yahoo.com.

Marsh Mowing:

Matt Heintz was hired to mow the marsh and was completed in the beginning of July for \$500. He will be mowing again before Labor Day. The conservancy recommends that we receive marsh mowing bids for 2013 by our October 18, 2012 meeting to be approved at the December meeting. For 2013 we will be mowing 3 times: before Memorial Day, July 4th and Labor Day which was approved at our last meeting.

Other Correspondence:

The pump gate will be closed to the marsh.

A concern was raised regarding washout holes along the back of Pioch Park. This could be a hazard for anyone walking along the back bank. After discussion, the conservancy district is not responsible for the holes since we do not own that property or any property. This concern should be addressed to Sand Beach Association by Tim Clapp. Discussion about the possibility of refilling the dirt along the banks depending monies available after the pump project. No decision made on this matter and to be addressed at a later meeting.

December meeting date is very close to the holiday. We discussed the possibility of changing the date. Further investigation needed.

Mark Witt has been contacted by Tim Clapp a couple of times, without response. Tim Clapp will contact him December or early next year for possibility of allocation of monies from the Wild Life Conservancy.

Annual Report has been filed with the county courts.

Next Meeting: October 18, 2012 7pm at Carroll Twp hall. SPECIAL MEETING: September 20, 2012 7pm at Carroll Twp hall. Bid Process for Pump Project.

Motion to Adjournment: Tim Clapp, Larry Heintz, second Laura Schank. Motion passed:

Adjournment: 745pm

Respectfully Submitted:

Board of Directors:

Tim Clapp – President

419-356-4514

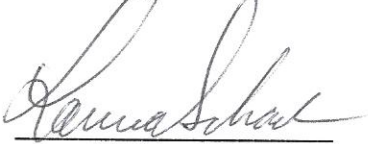
Tclapper90@bex.net



Laura Schank

419-699-2695

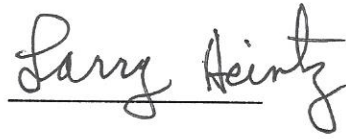
Sbcdir3@gmail.com



Larry Heintz

419-261-4009

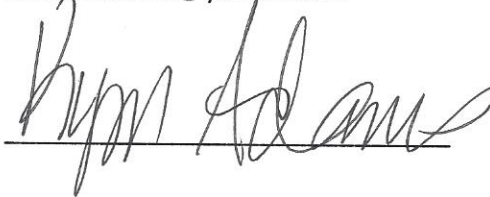
lheintz9@gmail.com



Kym Adams – Sec/Treas

419-260-5121

sandbeachcd@yahoo.com



Sand Beach Conservancy District

Special Meeting

Sept 20, 2012

Meeting was called to order at 7:00pm by President Tim Clapp.

In Attendance: Tim Clapp, President, Laura Schank – Vice President, Larry Heintz – Director, Kym Adams – Sec/Treas.

Attendees: Milt Pommeranz, Phil Miller, Bill Hatker, Tom Witt, Roger Buehler

Pump Project

Milt Pommeranz, our engineer from BEC was present who handled and inspected the sealed bids for the storm water improvement project. Milt unsealed the first proposal, which was from Jeff Wadsworth Company with an estimate of \$74,875, and a deposit of 10% \$7487.60. Ed Kelly & Son submitted a contract bond of \$107,600 as well as a guaranteed contract bond. We received a bid within the engineers estimate of \$75,000.

The bid was divided into 2 parts: material and labor. This includes installation, the vault, electrical, removal of housing and covering of pump. Milt will contact Jeff Wadsworth to inform him of the approval to move forward with this project.

Motion to approve the bid from Jeff Wadsworth Company: Laura Schank, Tim Clapp. All approved, motion passed.

The balance in our appropriated fund of contracts and materials account is \$ 62,755.06. The district did receive the approved advancement of the assessments for next year. The district needs to move monies from unappropriated funds to Contract and materials to complete this project.

Motion to allocate \$15,000 to contracts and materials: Laura Schank, Larry Heintz – moved. Second Laura Schank. All in favor. Motion passed.

Deadline to complete the pump project is March 31, 2013.

Milt to contact Jeff Wadsworth to proceed with project. Milt will prepare the contract documents for construction that will need to be signed by the conservancy district directors. A pre-construction meeting will be held to discuss timelines.

Motion to move forward with bid with the approved contractor and have authority to sign contracts with BEC engineer: Laura Schank, Tim Clapp- second. All in favor. Motion passed.

The officers of the District be, and they are hereby are, authorized and directed to take such actions as be necessary or proper to execute the contract with Wadsworth Construction and perform all acts necessary to complete the project and effectuate the pump project.

Motion to adjourn: Laura Schank, second Larry Heintz. All in favor. Motion passed.

Adjournment of meeting at 715pm.

Respectfully Submitted:

Board of Directors:

Tim Clapp – President

Larry Heintz

419-356-4514

419-261-4009

Tclapper90@bex.net


lheintz9@gmail.com



Laura Schank

419-699-2695

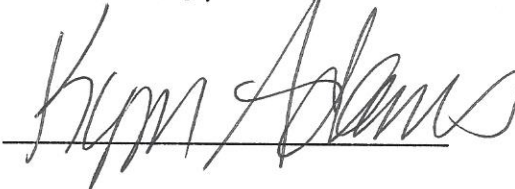
Sbcdir3@gmail.com



Kym Adams – Sec/Treas

419-260-5121

sandbeachcd@yahoo.com



SAND BEACH CONSERVANCY DISTRICT

Oct 18, 2012

Meeting was called to order at 7:00pm by President Tim Clapp.

In Attendance:

Present: Tim Clapp – President, Laura Schank – Vice President, Kym Adams – Sec/Treas.

Attendees: Phil Miller, Bob Spearing, Chris Allman, Bill Hatker

Approval of August 16, 2012 Meeting minutes:

Corrections to minutes - Under motion to modify June minutes to reflect that the resolution passed in December 2011 regarding voting by teleconference is rescinded. Votes in January still stand due to Quorum without the teleconference. Vote passed by members by physically present.

Motion to approve August minutes with corrections: Tim Clapp, 2nd Laura Schank. All in favor. Motion passed.

Approval of October Special Meeting minutes:

Corrections to minutes – last paragraph, second page.

The officers of the District be, and they are hereby are, authorized and directed to take such actions as be necessary or proper to execute the contract with Wadsworth Construction and perform all acts necessary to complete the project and effectuate the pump project.

Motion to approve October Special meeting minutes with modifications: Laura Schank, 2nd Clapp. All in favor. Motion passed.

Treasury report:

SAND BEACH CONSERVANCY DISTRICT

<u>August</u>		<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
Toledo Edison	1213	28.56		72259.01
Ohio BWC	1214	50		72209.01
William Maloney	1215	390.5		71818.51
Bolte Insurance	1216	103		71715.51
Kym Adams (office sup)	1217	38.86		71676.65
ASSESSMENTS			11030.12	82706.77
Matt Heintz	1218	500		82206.77
Kym Adams (payroll)	1219	508.79		81697.98
<u>Sept</u>				
toledo edison	1220	28.84		81682.12
William Maloney	1221	100.5		81581.62
Advancement on Assess			33750	115331.6
Tim Clapp(buoy supplies)	1222	303.55		115028.1
Toledo Edison	1223	28.51		114999.6
OPERS	1224	87.5		114912.1
Kym Adams (office Supplies)	1225	20.69		114891.4
			14.23	114905.6

October bills to be paid:

Impact Data Imaging: Data destruction: \$70.65

BEC: Professional Services Bid process: \$1830.00

MNCO: publication of legal notices: \$1178.52

OPERS: late penalty: \$3.12

Motion of approve the treasury report: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

OLD BUSINESS:

Pump Update:

Contract to proceed has been signed by the Conservancy District as well as the contractor (Wadsworth). The District will have a copy of the contract available. The next step is to have a Pre-Construction Meeting with District, contractor as well as the Engineer. No public meeting is required for the Pre-Construction meeting. The Pre construction meeting will set schedules and other necessary discussions. Toledo Edison contracts were signed and returned by Tim Clapp. The estimate from Toledo Edison was \$3352.48 for an upgrade the electrical to the new pump. A new line will be run to the pole. Our responsibility is from the pole to the unit. Our estimate from GECK is included in the project bid. District will need to appropriate additional funds to our Utilities account since we currently have \$582.84 in that fund.

SAND BEACH CONSERVANCY DISTRICT

Motion to move \$3500 of unappropriated funds to Utilities: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

Fill dirt for Park area:

There are areas near the Park area that have washed out holes that could be a danger to the public. Whose responsibility it is to fill these holes has been questioned. In the past, the District has filled them. Laura Schank reviewed the Easement Agreement (1992) from the Sand Beach Association to Sand Beach Conservancy District. This non-exclusive easement and right of way for construction and maintenance of improvement for flood control. The easement does not give us duty to fill the holes but does give us the opportunity to do maintenance work. Sand Beach Association owes the land, SBCD has an easement. SBCD has a harmless clause in the easement agreement. In summary of discussion, the District does not have funds for a fill dirt project in these areas around the park. However, during the Pre-Construction meeting to be held for the pump project, the District will ask the contractor to put the fill dirt not needed near the Park area, as well as possibly in the lot next to the Sand Beach shelter house. Then at a later date, these holes could be filled, possibly during spring clean-up day. Having the fill dirt moved onto SBA property depends if there any additional costs to the District. This would be outside the scope of the pump project estimate from the contractor.

NEW BUSINESS:

Marsh mowing 2013:

The District has received an estimate for 2013 marsh mowing. Attempts to get other estimates have been unsuccessful. This year, the district only had 2 cuts, next year the Districts plan to have 3 cuttings prior to the Memorial, July 4 and Labor Day holidays. The December meeting we will discuss and appropriate the estimate for next year.

Marsh Pumping/flow:

The District has been working with Mark Witt with gravity fed water flow into the marsh. Mark as well as District directors have been opening and closing the flood gate. Currently the District does not pump water into the marsh at the request of Witt's or other duck hunters at our cost. We do have a pumping agreement with Frank Harris. Once our new pump is installed if Frank Harris wants water pumped into marsh, we are obligated to do so. According the pumping agreement, if we pump down to the benchmark level, it is our financial responsibility. If pumping is to reach up the benchmark, Frank Harris has the financial responsibility. The District will not pump any water into the marsh for any outside parties unless we would establish a pumping agreement. After our new pump is installed, we could have our attorney look a pumping agreement, if necessary.

SAND BEACH CONSERVANCY DISTRICT

Correspondence:

We received a state government survey that need to be completed by the District. Tim will complete and mail it back by the deadline.

The secretary to the District did send a letter the Kelly and Sons who did not get the bid for our pump project, thanking them for their interest.

Letter of finalization was received from Milt (BEC) stating who the bidders where and the amounts for the pump project.

We received an email from Miami Conservancy that the annual Ohio conservancy meeting will be held in Columbus, Ohio in November 15, 2012, which is combined with the Ohio Water Maintenance seminar. There were some good valuable seminars listed and Laura Schank will attend, at no cost to the District. Bill Hatker had interest in the information for the seminar and the information will be forwarded to him. WMAO.org

Our December 20, 2012 SBCD meeting date conflicts with everyone's schedules. Laura Schank did review the Ohio Sunshine Laws regarding changing our meeting date. Laura did not find any reason why we couldn't change our meeting date, as long as we notify our members and public in our usual manner. The secretary had checked for date availability with the hall. Discussion of dates and decided that Tues, December 4, 2012 at 7pm will be our next meeting.

Motion to change the December meeting date to Dec 4th, 2012 at the Carroll Township meeting Hall, 7pm with all the proper notifications: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

Motion to adjourn meeting at 755pm: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

Respectfully Submitted:

Board of Directors:

Tim Clapp – President

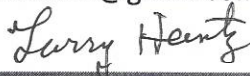
Larry Heintz

419-356-4514

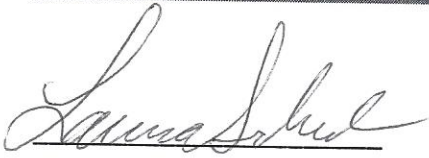
419-261-4009

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lheintz9@gmail.com



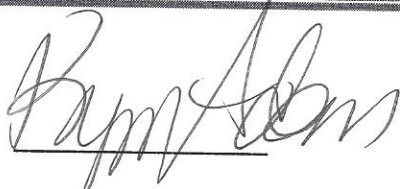
SAND BEACH CONSERVANCY DISTRICT



Laura Schank

419-699-2695

Sbcdir3@gmail.com



Kym Adams – Sec/Treas

419-260-5121

sandbeachcd@yahoo.com

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SAND BEACH CONSERVANCY DISTRICT

DEC 4, 2012

Meeting was called to order at 7:07pm by President Tim Clapp

In attendance:

Tim Clapp – President, Laura Schank – Vice President, Larry Heintz – director, Kym Adams – Sec/Treas.

Attendees: Bob Spearing, Phil Miller, Ted Behnken, Ron Lamont

Approval of October 2012 Minutes:

Motion to approve minutes: Tim Clapp, 2nd Larry Heintz, All in favor. Motion passed.

Treasury Report:

<u>October</u>					<u>0</u>
<u>1-A-</u>	<u>Impact Data Imaging</u>		<u>70.65</u>		<u>114834.95</u>
<u>1-A-</u>	<u>BEC</u>		<u>1830</u>		<u>113004.95</u>
<u>1-A-</u>	<u>MNCO-News Herald etal</u>		<u>1178.52</u>		<u>111826.43</u>
<u>1-A-</u>	<u>OPERS</u>		<u>3.12</u>		<u>111823.31</u>
<u>INT</u>	<u>0.002</u>			<u>20.66</u>	<u>111843.97</u>
					<u>111843.97</u>
					<u>111843.97</u>
<u>October Balance</u>			<u>3082.29</u>	<u>20.66</u>	
<u>Year To Date Balance</u>			<u>25291.55</u>	<u>58039.14</u>	<u>111843.97</u>
<u>November</u>					<u>111843.97</u>
<u>1-A-</u>	<u>Toledo Edison</u>		<u>28.91</u>		<u>111815.06</u>
<u>1-A-</u>	<u>Toledo Edison</u>		<u>29.1</u>		<u>111785.96</u>
	<u>William Maloney</u>		<u>130</u>		<u>111655.96</u>
	<u>OPERS</u>		<u>62.5</u>		<u>111593.46</u>
	<u>Kym Adams (payroll)</u>		<u>508.79</u>		<u>111084.67</u>
	<u>Toledo Edison</u>		<u>3352.48</u>		<u>107732.19</u>
	<u>BEC and Assoc</u>		<u>600</u>		<u>107132.19</u>
	<u>USPS</u>		<u>48</u>		<u>107084.19</u>
	<u>Ohio Dept of</u>		<u>5.9</u>		<u>107078.29</u>

	<u>Taxation</u>				
	<u>OPERS</u>		<u>150</u>		<u>106928.29</u>
	<u>US Treasury</u>		<u>84.3</u>		<u>106843.99</u>

Interest for November had not been added into journal but was received by the National Bank of Ohio for \$18.38

Motion to approve the Treasurer's report: Laura Schank, 2nd Larry Heintz. All in favor. Motion passed.

Correspondence:

We have received contracts/proposals from our engineer and attorney for the 2013 year. In years past, the district closed the books for the year in December. This year we will close the books in January 2013, due to the fact this meeting was held early December. We will however review the contracts received for next years at this meeting. We will close the books and reappropriate funds in January.

We did receive an engagement letter from our attorney, Bill Maloney for 2013 services. There is only one change, which was an hourly rate increase of \$12.50. This is still below the standard legal fees.

Motion to accept the engagement letter from Bill Maloney for 2013: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

We also received a proposal from our engineer – BEC for services with the pump project. There are specific compliance requirements to be enforced under Ohio Law during this project. BEC has proposed to provide those services to the district during the pump project for us to stay in compliance with Ohio law. BEC has provided this service on other projects and provide to the district. Their proposal included types of services they would provide during the construction phase which was \$3000.00.

Motion to accept BEC proposal: Laura Schank, 2nd Larry Heintz. All in favor. Motion passed.

Motion for directors of conservancy district, personally or as a group to continue to pursue and approve tasks as necessary to complete the pump project: Laura Schank, 2nd Larry Heintz. All in favor. Motion passed.

Laura Schank did look into possibly hiring local counsel (Oak Harbor or Ottawa County), however the person who suggested with the experience necessary for the district is now working for the judge which we appear. Mr. Maloney has done a good job and has reasonable rates.

Motion to keep Bill Maloney as our attorney for 2013: Larry Heintz, 2nd Tim Clapp. All in favor. Motion passed.

Laura Schank was going to attend the Annual Ohio Conservancy District conference in Columbus at her own cost. However was unable to attend and unable to report from the meeting.

Pump Update:

The district did receive and paid the bill from Toledo Edison for upgrade on the pump. The district had a pre-construction meeting with Milt our engineer and Bill Forsythe, from Wadsworth. Wadsworth plans on breaking ground the month of December. Permits had to be resubmitted. Wadsworth will also take pictures for the district during the pump project.

During the construction phase any dirt that is not needed was offered and accepted from the Sand Beach Association. The dirt, possibly 2-3 truckloads will be dumped behind the Sand Beach Association shelter house. This will save our contractor as well as SBA time and money.

Discussion about if the SBCD provides the dirt, the SBA could spread the dirt during spring clean-up.

New Business:

Contract for 2013 Marsh Mowing:

Matt Heintz submitted a proposal for mowing the marsh bank for 2013. This proposal includes 3 mowings: before Memorial Day, before July 4th and before Labor Day was for \$1750.00.

The first mowing would be for 6 hours and the remaining 2 would be for 4 hours.

Motion to accept Matt Heintz marsh mowing proposal 2013: Laura Schank, 2nd Tim Clapp. Larry Heintz abstaining. All in favor. Motion passed.

Terms of Directors:

The expiration of term dates for the directors is as follows.

Tim Clapp – June 2015

Larry Heintz – August 2013

Laura Schank – August 2016

Kym Adams also informed the directors, as going through the treasury journals there were a couple of miscellaneous appropriations to be discussed and approved. These may have been covered at earlier meetings, however wanted all audits and information current as well as correct. The district will be audited in 2013.

Motion to reappropriate \$7700 from contracts to Engineer: Laura Schank, 2nd Larry Heintz, All in favor. Motion passed.

Motion to move \$400.00 from unappropriated to Supplies for the overage on Impact Data Imaging: Laura Schank, 2nd Larry Heintz. All in favor. Motion passed

Motion to move \$3500 from unappropriated to Maintenance for the Toledo Edison Upgrade on pump project: Laura Schank, 2nd Larry Heintz. All in favor. Motion passed.

Reorganization of the SBCD – 2013:

Laura Schank nominated for Tim Clapp to be president: Tim Clapp accepted. Move that the board approves all nominations. All in favor.

Tim Clapp nominated Laura Schank to be vice president: Larry Heintz, 2nd. Laura Schank accepted. All in favor.

Laura Schank offered an employment contract to Kym Adams for secretary and treasury position for 2013. Laura Schank proposes a pay increase from \$2500 to \$3000. There has not been an increase in salary for a few years and felt it was necessary.

Motion to increase secretary/treasurer salary from \$2500 to \$3000: Laura Schank, 2nd Larry Heintz. All in Favor. Motion passed.

Kym Adams accepted the position of secretary/treasurer position for 2013 and will sign a new contract with included a new confidentiality clause.

Motion to get secretary/treasurer contract signed for the next meeting: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

Motion to establish BEC as the district's engineer for 2013: Laura Schank, 2nd Tim Clapp. All in favor. Motion passed.

Inventory of district property to be completed at the January 2013 meeting.

2013 SBCD MEETING SCHEDULE:

The following dates have been proposed and confirmed with Carroll Township for our meeting dates for 2013. All meetings will be held at 7pm.

January 23, March 14, May 16, July 18, Sept 19, Nov 14 and Dec 5.

Motion to accept and schedule the 2013 meeting dates with Carroll Township at 7pm: Laura Schank, 2nd Larry Heintz. All in favor. Motion approved.

Motion to Adjourn meeting: Laura Schank, 2nd Tim Clapp. All in favor.

Next meeting: January 23, 2013 at 7pm.

Respectfully Submitted:

Board of Directors:

Tim Clapp – President

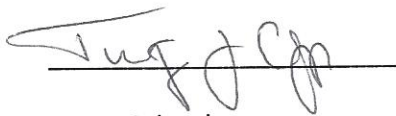
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