

Maumee Watershed Conservancy District  
Board of Directors Meeting  
December 13, 2016

The Board of Directors of the Maumee Watershed Conservancy District met in regular session at the Maumee Watershed Conservancy District office in Defiance, Ohio, on December 13, 2016. In attendance were Richard Ricker, George Ropp and Mark Moats, Directors; Clark L. Army, General Manager; Wendy Yunker, Sec/Treas; Kurt Warnimont, Maintenance Manager; Todd Krugh, Maintenance Worker; Steve Wilson, Engineer and Project Manager; Adam Hoff, Stantec; and Jim Weaner, Legal Counsel.

Chairman Richard Ricker called the meeting to order at 9:00 a.m.

**Approval of Minutes:** The minutes of the November meeting were approved as mailed. Motion was made by George and seconded by Mark. Yeas 3.

**Financial Reports:** The financial reports for November along with the CD tracking were approved as mailed. Motion was made by Dick and seconded by Mark. Yeas 3.

**Adoption of Resolution:** After Wendy and Lynn went over prepared 2017 finances with Directors, Motion was made by Mark to approve the following resolution:

**Resolution No. 2187  
To Amend 2016 Appropriations,  
2017 Appropriations, Disbursements and Estimated Receipts and Resources**

|                               | 2017 ESTIMATED RECEIPTS & TOTAL RESOURCES |                 |                    |                        |                     |                        |
|-------------------------------|---|-----------------|--------------------|------------------------|---------------------|------------------------|
|                               | <u>ENDING BALANCE</u>                     | <u>INTEREST</u> | <u>ASSESSMENTS</u> | <u>CAPITAL PROJECT</u> | <u>GRANTS</u>       | <u>TOTAL RESOURCES</u> |
| PRELIMINARY FUND GENERAL      | 324,000.00                                | 455.60          | -                  | -                      | -                   | 324,455.60             |
| MAINTENANCE FUND GRASSY CR.   | 210,000.00                                | 267.96          | 97,255.50          | -                      | -                   | 307,523.46             |
| MAINTENANCE FUND ST. JOE      | 44,000.00                                 | 49.80           | 92,212.40          | -                      | -                   | 136,262.20             |
| MAINTENANCE FUND LITTLE AUGL. | 1,140,000.00                              | 1,737.00        | 614,722.40         | -                      | -                   | 1,756,459.40           |
| IMPROVEMENT FUND LOWER BLANCH | 110,000.00                                | 15.60           | -                  | -                      | 6,736,550.00        | 6,846,565.60           |
| IMPROVEMENT FUND UPPER BLANCH | -   | 0.50            | -                  | 836,000.00             | -                   | 836,000.50             |
| <b>TOTALS</b>                 | <b>1,828,000.00</b>                       | <b>2,525.96</b> | <b>804,190.30</b>  | <b>-</b>               | <b>6,736,550.00</b> | <b>9,371,266.26</b>    |

|                                     | <u>CHECKING<br/>ACCOUNT</u> | <u>CERTIFICATES<br/>OF DEPOSIT</u> | <u>UNLEVIED<br/>ASSESSMENTS</u> | <u>TOTAL<br/>INTEREST</u> |
|-------------------------------------|-----------------------------|------------------------------------|---------------------------------|---------------------------|
| PRELIMINARY<br>FUND<br>GENERAL      | 3.60                        | 452.00                             |                                 | 455.60                    |
| MAINTENANCE<br>FUND GRASSY<br>CR.   | 15.96                       | 252.00                             |                                 | 267.96                    |
| MAINTENANCE<br>FUND St. JOE         | 4.80                        | 45.00                              |                                 | 49.80                     |
| MAINTENANCE<br>FUND LITTLE<br>AUGL. | 36.00                       | 1,701.00                           |                                 | 1,737.00                  |
| IMPROVEMENT<br>FUND LOWER<br>BLANCH | 15.60                       | -                                  |                                 | 15.60                     |
| IMPROVEMENT<br>FUNDUPPER<br>BLANCH  | 0.50                        |                                    |                                 | 0.50                      |
| TOTALS                              | 76.46                       | 2,450.00                           |                                 | 2,526.46                  |

DISBURSEMENTS----- CHART OF ACCOUNTS 2017

| <u>ADMINISTRATIVE</u>          | <u>PFG %</u> | <u>MFGC%</u> | <u>MFLA%</u> | <u>MFSJ%</u> |
|--------------------------------|--------------|--------------|--------------|--------------|
| 10-01-01 Court - Per Diem      | 1            | 13           | 81           | 5            |
| 10-01-02 Court - Travel        | 1            | 13           | 81           | 5            |
| 10-02-01 Directors - Per Diem  | 1            | 15           | 79           | 5            |
| 10-02-02 Directors - Travel    | 1            | 15           | 79           | 5            |
| 10-03-01 Appraisers - Per Diem | ---          | 15           | 80           | 5            |
| 10-03-02 Appraisers – Travel   | ---          | 15           | 80           | 5            |
| 10-04-01 Engineering           | 100          | ---          | ---          | ---          |
| 10-05-01 Payroll Account       | 1            | 10           | 84           | 5            |
| 10-06-01 PERS - Employer Share | 1            | 10           | 84           | 5            |
| 10-06-02 MEDI - Employer Share | 1            | 10           | 84           | 5            |
| 10-07-01 OBWC                  | 1            | 10           | 84           | 5            |
| 10-09-01 Office Travel         | 1            | 10           | 81           | 8            |
| 10-11-01 Telephone             | 1            | 15           | 82           | 2            |
| 10-12-01 Postage               | 1            | 15           | 76           | 8            |

|                                    |     |     |     |     |
|------------------------------------|-----|-----|-----|-----|
| 10-13-01 Office Supplies           | 1   | 15  | 76  | 8   |
| 10-14-01 Insurance - Gen Liability | 1   | 8   | 86  | 5   |
| 10-14-03 Insurance - Health        | 1   | 8   | 86  | 5   |
| 10-15-01 Professional Fees         | 1   | 10  | 81  | 8   |
| 10-16-01 Equipment - Office        | 1   | 10  | 80  | 9   |
| 10-16-03 Equipment - Maintenance   | --- | 5   | 90  | 5   |
| 10-19-01 Examination - OBI         | 1   | 20  | 73  | 6   |
| 10-20-01 Collection Costs - MFLA   | --- | --- | 100 | --- |
| 10-20-02 Collection Costs - MFGC   | --- | 100 | --- | --- |
| 10-20-04 Collection Costs – MFSJ   | --- | --- | --- | 100 |
| 10-22-01 Miscellaneous             | 1   | 20  | 77  | 2   |
| 10-23-01 Dues & Subscriptions      | 1   | 20  | 77  | 2   |

SUBCONTRACTS - MAINTENANCE

|                                      | <u>PGF%</u> | <u>MFGC%</u> | <u>MFLA%</u> | <u>MFSJ%</u> | <u>IFUB%</u> |
|--------------------------------------|-------------|--------------|--------------|--------------|--------------|
| 30-01-01 Labor & Equip Rental - MFLA | ---         | ---          | 100          | ---          | ---          |
| 30-01-02 Labor & Equip Rental - MFGC | ---         | 100          | ---          | ---          | ---          |
| 30-01-03 Transportation              | ---         | 10           | 80           | 10           | ---          |
| 30-01-04 Labor & Equip Rental – MFSJ | ---         | ---          | ---          | 100          | ---          |
| 30-02-01 Materials - MFLA            | ---         | ---          | 100          | ---          | ---          |
| 30-02-02 Materials - MFGC            | ---         | 100          | ---          | ---          | ---          |
| 30-01-10 Imp. Fund- Upper Blanchard  | ---         | ---          | ---          | ---          | 100          |

BUILDING EXPENSE

|                               |     |   |    |   |
|-------------------------------|-----|---|----|---|
| 60-01-01 Building Maintenance | --- | 5 | 90 | 5 |
| 60-01-02 Building Utilities   | --- | 5 | 90 | 5 |

RECEIPTS CHART OF ACCOUNTS

LOCAL ASSESSMENTS – MAINTENANCE

200-1-01 Grassy Creek

LOCAL ASSESSMENTS - IMPROVEMENT

300-1-05 DG

300-1-06 PR

300-1-07 UP

LOCAL ASSESSMENTS – MAINTENANCE LA

300-1-08 HO

400-1-01 LA

300-1-09 HA

INTEREST

500-1-01 Preliminary Fund Gen

LOCAL ASSESSMENTS – MAINTENANCE

700-1-01 SJ

500-2-01 Maintenance Fund GC

500-4-01 Maintenance Fund LA

REVENUE

500-6-01 Maintenance Fund SJ

GRANTS

800-4-01

INTERGOVERNMENTAL

600-1-01

500-8-01 Imp. Fund Lower Blanchard

500-9-01 Upper Blanchard Interest

CD's

PFG

MFGC

MFLA

MFSJ

CD-1-01 RO

CD-2-01 RO

CD-4-01 RO

CD-6-01 RO

CD-1-02 CK

CD-2-02 CK

CD-4-02 CK

CD-6-02 CK

CD-1-03 CD

CD-2-03 CD

CD-4-03 CD

CD-6-03 CD

| RESOLUTION NO. 2187   |          |              |              |          |              |              |                |              |              |            |
|---|----------|--------------|--------------|----------|--------------|--------------|----------------|--------------|--------------|------------|
| To Approve 2017 Estimated Receipts & Appropriations   |          |              |              |          |              |              |                |              |              |            |
| Resolved that the Board of Directors of the Maumee Watershed Conservancy District approve Estimated Receipts and Appropriations for 2017, as follows: |          |              |              |          |              |              |                |              |              |            |
| DESCRIPTION   | ACCT #   | 2016 APPROP  | 2017 APPROP  | ACCT #   | PFG          | MFGC         | MFLA           | MFSJ         | IFLB         | IFUB       |
| COURT - PER DIEM  | 10-01-01 | 3,200.00     | 3,200.00     | 10-01-01 | 32.00        | 416.00       | 2,592.00       | 160.00       |              |            |
| COURT - TRAVEL  | 10-01-02 | 2,000.00     | 2,000.00     | 10-01-02 | 20.00        | 260.00       | 1,620.00       | 100.00       |              |            |
| DIRECTORS - PER DIEM  | 10-02-01 | 14,000.00    | 14,000.00    | 10-02-01 | 140.00       | 2,100.00     | 11,060.00      | 700.00       |              |            |
| DIRECTORS - TRAVEL  | 10-02-02 | 2,500.00     | 2,500.00     | 10-02-02 | 25.00        | 375.00       | 1,975.00       | 125.00       |              |            |
| APPRAISERS - PER DIEM   | 10-03-01 | 5,250.00     | 2,000.00     | 10-03-01 | -            | 300.00       | 1,600.00       | 100.00       |              |            |
| APPRAISERS - TRAVEL   | 10-03-02 | 900.00       | 500.00       | 10-03-02 | -            | 75.00        | 400.00         | 25.00        |              |            |
| ENGINEERING   | 10-04-01 | 1,000.00     | 1,000.00     | 10-04-01 | 1,000.00     |              |                |              |              |            |
| PAYROLL ACCOUNT   | 10-05-01 | 260,535.20   | 262,210.00   | 10-05-01 | 2,622.10     | 26,221.00    | 220,256.40     | 13,110.50    |              |            |
| PERS  | 10-06-01 | 36,828.00    | 39,468.00    | 10-06-01 | 394.68       | 3,946.80     | 33,153.12      | 1,973.40     |              |            |
| MEDI  | 10-06-02 | 4,028.00     | 4,088.00     | 10-06-02 | 40.88        | 408.80       | 3,433.92       | 204.40       |              |            |
| OBWC  | 10-07-01 | 4,500.00     | 3,000.00     | 10-07-01 | 30.00        | 300.00       | 2,520.00       | 150.00       |              |            |
| OFFICE TRAVEL   | 10-09-01 | 2,500.00     | 2,500.00     | 10-09-01 | 25.00        | 250.00       | 2,025.00       | 200.00       |              |            |
| TELEPHONE   | 10-11-01 | 2,200.00     | 2,880.00     | 10-11-01 | 28.80        | 432.00       | 2,361.60       | 57.60        |              |            |
| POSTAGE   | 10-12-01 | 260.00       | 300.00       | 10-12-01 | 3.00         | 45.00        | 228.00         | 24.00        |              |            |
| OFFICE SUPPLIES   | 10-13-01 | 3,000.00     | 3,000.00     | 10-13-01 | 30.00        | 450.00       | 2,280.00       | 240.00       |              |            |
| INSURANCE - GEN LIAB  | 10-14-01 | 17,000.00    | 17,000.00    | 10-14-01 | 170.00       | 1,360.00     | 14,620.00      | 850.00       |              |            |
| INSURANCE - HEALTH  | 10-14-03 | 60,000.00    | 75,000.00    | 10-14-03 | 750.00       | 6,000.00     | 64,500.00      | 3,750.00     |              |            |
| PROFESSIONAL FEES   | 10-15-01 | 18,000.00    | 18,000.00    | 10-15-01 | 180.00       | 1,800.00     | 14,580.00      | 1,440.00     |              |            |
| EQUIPMENT - OFFICE  | 10-16-01 | 4,000.00     | 2,000.00     | 10-16-01 | 20.00        | 200.00       | 1,600.00       | 180.00       |              |            |
| EQUIPMENT - MAINT   | 10-16-03 | 17,800.00    | 18,000.00    | 10-16-03 | -            | 900.00       | 16,200.00      | 900.00       |              |            |
| EXAMINATION-OB  | 10-19-01 | 8,000.00     |              | 10-19-01 | -            | -            | -              | -            |              |            |
| COLL COSTS - MFLA   | 10-20-01 | 6,300.00     | 6,460.00     | 10-20-01 |              |              | 6,460.00       |              |              |            |
| COLL COSTS - MFGC   | 10-20-02 | 1,100.00     | 1,105.00     | 10-20-02 |              | 1,105.00     |                |              |              |            |
| COLL COSTS -MFSJ  | 10-20-04 | 250.00       | 250.00       | 10-20-04 |              |              |                | 250.00       |              |            |
| MISC  | 10-22-01 | 30.00        | 40.00        | 10-22-01 | 0.40         | 8.00         | 30.80          | 0.80         |              |            |
| DUES AND SUBSCRIPTIONS  | 10-23-01 | 350.00       | 350.00       | 10-23-01 | 3.50         | 70.00        | 269.50         | 7.00         |              |            |
| LABOR & EQUIPMENT RENTAL-MFLA   | 30-01-01 | 80,000.00    | 207,055.00   | 30-01-01 |              |              | 207,055.00     |              |              |            |
| LABOR & EQUIPMENT RENTAL-MFGC   | 30-01-02 | 22,000.00    | 23,000.00    | 30-01-02 |              | 23,000.00    |                |              |              |            |
| TRANSPORTATION  | 30-01-03 | 12,000.00    | 10,000.00    | 30-01-03 |              | 1,000.00     | 8,000.00       | 1,000.00     |              |            |
| LABOR & EQUIPMENT RENTAL-MFSJ   | 30-01-04 | 40,000.00    | 50,000.00    | 30-01-04 |              |              |                | 50,000.00    |              |            |
| MATERIALS-MFLA  | 30-02-01 | 55,000.00    | 55,000.00    | 30-02-01 |              |              | 55,000.00      |              |              |            |
| MATERIALS-MFGC  | 30-02-02 | 1,000.00     | 1,000.00     | 30-02-02 |              | 1,000.00     |                |              |              |            |
| IMPROVEMENT FUND LB   | 30-01-08 | 7,704,347.76 | 6,856,000.00 | 30-01-08 |              |              |                |              | 6,856,000.00 |            |
| IMPROVEMENT FUND UB   | 30-01-10 | -            | 836,000.00   | 30-01-10 |              |              |                |              |              | 836,000.00 |
| BUILDING MAINT  | 60-01-01 | 10,000.00    | 8,000.00     | 60-01-01 |              | 400.00       | 7,200.00       | 400.00       |              |            |
| BUILDING UTILITIES  | 60-01-02 | 2,400.00     | 2,500.00     | 60-01-02 |              | 125.00       | 2,250.00       | 125.00       |              |            |
| TOTALS  |          | 8,402,278.96 | 8,529,406.00 |          | 5,515.36     | 72,547.60    | 683,270.34     | 76,072.70    | 6,856,000.00 | 836,000.00 |
| FUND BALANCE - TOTAL TO APPROPRIATE   |          |              |              |          | (324,455.60) | (307,523.46) | (1,756,459.40) | (136,262.20) | -            | -          |
|   |          |              |              |          | (318,940.24) | (234,975.86) | (1,073,189.06) | (60,189.50)  | 6,856,000.00 | 836,000.00 |

**To Amend 2016 Receipts/Appropriations**

| Acct#    | Description         | Current   | Add'l Approp | Total Approp |
|----------|---------------------|-----------|--------------|--------------|
| 10-06-01 | PERS-Employer share | 37,408.00 | 345.00       | 37,753.00    |

**Policy and Procedure Manual Update:** After review of the Policy and Procedure Manual, Mark moved to keep as is for 2017.

George seconded the motion. Yeas 3.

**Thayer Nissan Car Lot Request:** Lynn discussed with the Directors that he received car lot drainage plans from Poggemeyer Design Group. Those plans were sent on to be reviewed by the District’s Engineer, Dave Kuhn. Dave replied that there are no adverse effects to our works by this project.

**Election of Officers:** Mark moved to keep Dick Chairman of the Board and George as Vice Chairman.

George seconded the motion. Yeas 3.

**Adoption of Resolution:** Motion was made by George to approve the following resolution:

**Resolution No. 2188  
To Approve Thayer Nissan Car Lot Request**

Be It Resolved, that the Directors of the Maumee Watershed Conservancy District accept the information submitted as having no variance with any plans of the District.

Motion was seconded by Mark. Yeas 3.

**Upper Blanchard Update:** Adam reviewed the newest invoice submitted by Stantec with the Directors. Adam informed them that he had a meeting with ODOT to discuss different options pertaining to the Diversion Channel and the work being done on I-75. Adam stated that in response to the comments and concerns from the Ag community, Stantec is looking at instream flood reduction efforts and have identified a number of above ground storage alternatives. They are continuing to explore these options along with the Diversion Channel to find the pros and cons of the impacts these options may have. Adam informed the Directors that Stantec would like to send out new Right of Entry letters to screen and investigate the existence of endangered species and wetlands focused within waterway corridors. The letters were presented for review.

**Adoption of Resolution:** Motion was made by George to approve the following resolution:

**Resolution No. 2189  
To Approve Right of Entry Letters and Amend Appropriations  
for the Stantec Invoice submitted**

Be It Resolved, that the Directors of the Maumee Watershed Conservancy District approve the Right of Entry letters to be sent out to affected landowners and approve an invoice to Hancock County requesting the monies be released to Stantec. Directors also approve the following appropriation amendments for Stantec's November and December invoices.

**To Amend 2016 Receipts/Appropriations**

| <u>Acct#</u> | <u>Description</u>               | <u>Current</u> | <u>Add'l Approp</u> | <u>Total Approp</u> |
|--------------|----------------------------------|----------------|---------------------|---------------------|
| 30-01-10     | Improvement Fund Upper Blanchard | 182,000.00     | 561,000.00          | 743,000.00          |

Motion was seconded by Dick. Yeas 3.

**Lower Blanchard River Update:** Lynn read an email update to the Directors from Tom McWatters stating that opposition to T&A properties' Motion to Dismiss was filed with the court, they have until December 20<sup>th</sup> to respond. The trial date is set for June 5<sup>th</sup>, 2017. Tom and Vaughn are in the process of reviewing documents submitted from MWCD for the purpose of submitting them to the landowner's lawyer per the public records request.

**Fife Road Easement Encroachment Update:** Lynn read a report from Attorney Scott Gordon stating that the landowner counsel. A hearing should be set within the next couple of weeks.

**Mileage Reimbursement:** Wendy looked into the IRS Mileage Reimbursement and informed Directors that the rate has changed from \$.56 to \$.54. George moved to follow the IRS standards on the mileage reimbursements and make the necessary changes as needed.

**Legal Counsel Update:** Jim stated he has no new information to discuss.

**General Manager Report:** Lynn informed the Directors that he has completed employee year end reviews and winter work assignments. Lynn has looked over the revised Inventory list for 2017. Lynn also went over the General Liability Insurance with the Directors and the new pricing for Stoneco rock.

**Maintenance Manager Report:**

- Responded to Land owner with questions about putting in a vehicle crossing over a ditch
- Removed 4 fallen trees from 15' Berm
- Went to Grassy Creek and Schaller Ditch to inspect District easement areas
- Contacted Land owner about easement violation, Land owner will repair damaged area
- Cutting Brush in previously mowed areas too big for District mower to cut with chainsaw
- Working on District Maintenance equipment inventory
- Replaced both Batteries in 2008 District Blue Truck

**Meeting dates 2016:** January 17, March 21, April 11, May 5 (Court Mtg), June 6, July 11, Sept 5, October 10 and December 5.

**Adjournment:** Dick moved for adjournment at 9:50 a.m. Mark seconded. Yeas 3.

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Richard Ricker, Chairman

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Wendy J. Yunker, Sec/Treas

Maumee Watershed Conservancy District  
Audit Committee Meeting  
December 13, 2016

The Maumee Watershed Conservancy District Audit Committee met in regular session at the District Office at 1464 Pinehurst Dr., Defiance, Ohio, on December 13, 2016. In attendance were Richard Ricker, George Ropp and Mark Moats, Directors; Clark L. Army, General Manager; Wendy J. Yunker, Secretary/Treasurer, and Jim Weaner, Legal Counsel

Dick called the meeting to order at 10:20 a.m.

Wendy explained the financial procedures, while the committee reviewed the vouchers, bank reconciliation and financial statements to be in accordance with, and to satisfy the State Auditors checks and balances of an accounting system.

Dick moved to adjourn the Audit Committee meeting at 10:30 a.m.

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Richard Ricker, Director

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Wendy J Yunker, Sec/Treas