

**DEERFIELD REGIONAL STORM WATER DISTRICT
REGULAR DISTRICT BOARD MEETING
4900 Mason-Montgomery Road, Suite 180
Mason, OH 45040**

September 11, 2007

CALL TO ORDER:

President Walter Daniels called the meeting to order at 6:35 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ATTENDANCE:

Those present at the meeting were:

Board Members:	Walt Daniels, Tim Greive, and Susan Berger
Attorney:	Eric Luckage, Esq., Albers & Albers
Technical Consultant:	Jeff Macomber, Camp, Dresser& McKee, Inc.
Administrative Assistant:	Cathy Herrick

APPROVAL OF MINUTES

The Board reviewed the Regular Board Meeting minutes of August 14, 2007 and the Special Board Meeting minutes of August 23, 2007, resulting in the following motion:

- **Action Taken/Required:** Tim Greive motioned, seconded by Walt Daniels to accept and approve the minutes from the Regular Board Meeting of August 14, 2007 and the Special Board Meeting of August 23, 2007. Vote: All Yes.

REPORTS OF BOARD, AND COMMITTEES

Treasurer's Report: Ms. Berger presented the Treasurer's report as shown on a copy of the income and expenses versus budget report and a reconciliation summary of the District's current receipts and disbursements through July 31, 2007. The current balance as shown on the reconciliation summary was \$260,524.96.

- **Action Taken/Required:** Walt Daniels motioned, seconded by Tim Greive to approve and accept the Treasurer's Report as presented. Vote: All Yes.

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Preliminary Budget for 2008: A copy of the preliminary budget for 2008 was presented for review. There was a discussion about the various budget categories and differences from last year's. In the Equipment category there will be a carryover, as the \$25,000.00 grant allocated for disbursement to Deerfield Township for the purchase of a Vacs Truck, which was scheduled to be started in 2007 and disbursed over a five (5) year permit period, has not been done this year, as a formal agreement has not yet been created between the District and Deerfield Township. The terms are required to be in writing and in place prior to the actual transaction.

Phase II did not reflect a large amount of spending, however, it was reported a major portion of the amounts invoiced by CDM this month would fall under the Phase II category due to the mapping portion of T.O. 10 being completed thus reducing the amount shown to date. The Board agreed to accept this preliminary budget with the knowledge, an actual budget for 2008 will be adopted in January, 2008.

- **Action Taken/Required:** Tim Greive motioned, seconded by Walt Daniels to Approve and accept the Preliminary 2008 Budget for the Deerfield Regional Storm Water District. Vote: All Yes.

Ms. Berger then presented the expenses for August as follows:

Payment of the Expenses:

- Warren County WSD, Inv. 07-141, \$1,991.50;
- Warren County WSD, Inv. 07-140, \$239.50;
- CDM, Inv. #80263573/1, \$19,781.83;
- CDM, Inv. #80258838/1, \$5,040.00;
- CDM, Inv. #80258840/1, \$6,015.00;
- CDM, Inv. #80263574/5, \$2,625.12;
- CDM, Inv. #80259301/4, \$4,054.07;
- Albers & Albers Inv. #10469, \$8,699.25;
- Cathy Herrick, wages and mileage, \$776.00;
- Minuteman Press, Inv. 75207, \$9.60;
- Cathy Herrick, reimbursement for office supplies, \$18.17.

- **Action Taken/Required:** Walt Daniels motioned, seconded by Tim Greive to approve and pay the invoices as presented. Vote: All Yes.

SPECIAL ORDERS:

None.

COMMENTS FROM GENERAL PUBLIC:

None.

UNFINISHED BUSINESS AND GENERAL ORDERS:

CDM Update: Jeff Macomber updated the Board on the various task orders as follows:

Task Order No. 6 and Task Order No. 10– 2007 Illicit Discharge Detection and HSTS Outfall Mapping – The two task orders were lumped together for this project. A summarized report was given to the Board for review as the mapping portion was completed. The Board agreed to table further discussion of this report until the October, 2007 meeting.

Task Order No. 7 – General Support, Ranking Methodology – A list of the most recent non-residential developments in Deerfield Township were shown and discussed. Deerfield Township has agreed to make the District aware of these new developments for assessment of storm water fees accordingly.

Task Order No. 8 – Private Drainage Issues Investigations – It was previously decided to create a letter to be sent by the District to all community members who had previously approached the Board with private drainage concerns along with a copy of the newly created Request for Aid form inviting them to complete and submit the form with the particulars of their various concerns so that they may be ranked and placed on the list of projects to be considered for assistance by the District.

- **Action Taken/Required:** Jeff Macomber with the assistance of Eric Luckage, shall create and distribute a letter and “Request for Aid” form to all community members who have previously approached the Board with private drainage issues inviting them to resubmit their concerns for ranking and consideration for assistance as it becomes available.

Plainview Court Project – Eric Reiners, Project Manager of Deerfield Township has been given the proposed plan for this project which he was submitting to Chuck Petty, Assistant Warren County Engineer for review. The status of this action was not yet known. Mr. Reiners did indicate the project may also be delayed as the area in question does not currently have sanitary sewers and Township is working in conjunction with Butler County. They will not likely have them in place until possibly the second quarter of 2008.

Prior to initiating said project at Plainview Court, a Cooperative Project Agreement needed to be endorsed between the Township and the District detailing the responsibilities of both entities in completing this project. A draft copy was presented to the Board for review. By agreement of the Board, this document shall be given to Eric

Reiners for review and presentation to the Deerfield Township Trustees to be negotiated prior to the actual project initiation or disbursement of funds by the District.

Riverwoods Trail Subdivision – Deerfield Township requested the District to investigate a drainage issue in the Riverwoods Trail subdivision which allegedly was being caused by drainage from the Kings High School property. After meeting with Chuck Petty, Assistant Warren County Engineer, and visual inspection of the area, it was determined the school property was in compliance and not causing the inadequate drainage. It is alleged this is a private drainage problem created by a poorly defined backyard swale and a small inlet and 4” drain installed which appears to be inadequate to convey the runoff. Suggestions included improving the swale or modifying the amount of discharge coming from the school property.

David Caruso, 8788 South Cove Drive - Per request of the Board, CDM visited the property of David Caruso. It appears Mr. Caruso does not have an existing flooding problem but an aesthetics issue, whereas he wishes to enclose a large swale on his property. A “Request for Aid” form was given to him for submission to the District.

Greenfield Place Project – Mrs. Lorraine Charbonneau was given a “Request of Aid” form and encouraged by Jeff Macomber to complete the form and submit it to the District on behalf of Greenfield Place.

Bultman/Callahan – Irwin-Simpson Road – The Board had previously requested that Eric Luckage compose a letter to the Bultman’s regarding a drainage issue between their property and their neighbor’s the Callahan’s asking the Bultman’s to attend to the clogged swale located on their property causing backflow onto the Callahan’s property. The Board reviewed the draft letter, suggested a couple of minor changes to its content, and then concurred to it being sent with hope of resolving this issue.

Task Order No. 10 – 2007 Outfall Mapping and Home Sewage Treatment Systems – The 2006-2007 final draft report of the Deerfield Township Storm Water Outfall Inspection completed by CDM was presented to the Board and reviewed. A CD version was also presented for the SWD files.

➤ **Action Taken/Required:** The Board requested Jeff Macomber to prepare an update of the BMP’s (Best Management Plan) as setout in the Master Plan between CDM and the DRSWD and present the same at the next regular meeting of the Board. The Board also asked to review a copy of the final Illicit Discharge and Elimination Plan with the previously suggested incorporations shown.

Little Muddy Creek Clean-up: According to the Warren County SWCD, the clean-up planned for October has now been moved out to November to better accommodate participants ability to attend. Members of the staff from WCSWCD hoped to be available to attend and update the Board at the regular District Board meeting in October.

The Board had requested there be an inquiry of the District's insurance agent as to liability coverage available for participants at such a clean-up and on behalf of the District. Jeff Markovic of the Brooke Insurance agency informed the Board there was coverage included in the District's current coverage, under general provisions but, also suggested that participants sign waivers and there be supervision of all participants.

Certification of Delinquent Accounts: By agreement of the District, it was decided to setup a meeting with members of the staff of the Warren County Water and Sewer Department to discuss the particulars of DRSWD certifying delinquent accounts and report back to the Board at the next regular District board meeting.

Southwest Ohio Storm Water Collaborative: The current radio campaign being utilized by the Collaborative is reportedly not producing the results hoped for with little or no response being recorded. Billboard advertising was discussed but is not a good tool in Deerfield Township as billboard usage is very limited. The major topic of discussion within the Collaborative was to utilize television advertising. The EPA offers a variety of examples of commercials on their website which could be adapted to the specific needs of the Districts throughout the area and possibly statewide. The Collaborative is hoping to do more in the educational area in the upcoming year by possibly using local and community newspapers to run ads.

DFT/SWD Communications: There was no current information to report at this time.

Deerfield Day: The Board discussed plans for the upcoming Deerfield Day event to be held on September 15, 2007, from 12:00 p.m. to 8:00 p.m. at Cottell Park in Deerfield Township. The Board agreed to update brochures and create additional hand out materials if time allowed.

NEW BUSINESS:

Telephone Service: It was brought to the attention of the Board, the addition of a dedicated telephone number or voice mail system would be a useful tool for the District. Costs associated with securing such a service were discussed and by agreement of the Board, the following motion resulted:

- **Action Taken/Required:** Walt Daniels motioned, seconded by Tim Greive to approve purchasing a telephone number with voice mailbox feature through Cincinnati Bell with associated costs. Vote: All Yes.

COMMENTS FROM BOARD MEMBER

The Board asked Ms. Herrick to contact the District's accountant, Paul Rennick of Balestra, Harr & Scherer, CPA's, to inquire as to the creation of a policy, as previously mentioned by the state auditor, for reimbursements of expenses incurred with use of personal property, such as cell phones and other personal equipment, while conducting District business.

Ms. Berger reported she had received an email from a Mason school teacher who had attended last year's Deerfield Day festival and was inquiring about the possibility of a presentation being made to her class regarding storm water. Ms. Berger will refer this request to Amy Pond, Education Specialist of WCSWCD.

The Warren County Engineer's Office will be holding a public meeting on Wednesday, September 26, 2007 at the offices of CDM to discuss the Fields-Ertle corridor and plans for improvement.

RESOLUTIONS Eric Luckage presented the following previously adopted resolutions: Resolution No. 2007-33, Approving payment of the August bills as presented; Resolution No. 2007-34, Approving participation in the stream cleanup of the Little Muddy Creek in conjunction with the City of Mason and WCSWCD; Resolution No. 2007-35 (Previously adopted); 2007-36, Authorizing the expenditure of up to Five Thousand Dollars (\$5,000.00) payable to Deerfield Township, with regard to Plainview Court project; Resolution No. 2007-37, Declaring that before January 1, 2008, a letter shall be sent to all delinquent account holders advising of certification of said accounts.

MOTION FOR ADJOURNMENT

Walt Daniels motioned, seconded by Susan Berger, to adjourn at 9:12 P.M. Vote: All Yes.

Next Regular Meeting: October 9, 2007

The Deerfield Regional Storm Water District Board meets the second Tuesday of every month at 6:30 p.m., unless otherwise notified.

Attest:

Susan Berger, Secretary/Treasurer

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