

**DEERFIELD REGIONAL STORM WATER DISTRICT
REGULAR DISTRICT BOARD MEETING
4900 Parkway Drive, Suite 180
Mason, OH 45040**

October 9, 2007

CALL TO ORDER

President Walter Daniels called the meeting to order at 6:33 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
WCSWCD:	Marsha Rolph, with guest Diana Halligan
District Insurance Agent:	Jeff Markovic, Brooke Insurance
Public:	Marie Sim, Cynthia and Dan Bultman

APPROVAL OF MINUTES

The Board reviewed the Regular Board Meeting minutes of September 11, 2007, resulting in the following motion:

- **Action Taken/Required:** Tim Greive made a Motion, seconded by Walt Daniels to accept and approve the minutes from the Regular Board Meeting of September 11, 2007 with the noted correction on page 6 indicating the name of the District's accountant as Paul Rennick versus Scherer. 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 September 30, 2007. The repayment of the \$20,000.00 loan received from Deerfield Township has now cleared the District's accountant and is reflected on this month's report. It was reported, monies will be moved

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to various categories during the month of December, 2007, in preparation for the end of the fiscal year and the adoption of the proposed budget for 2008.

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

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

Payment of the Expenses:

- Balestra, Harr & Scherer, CPA's. Inv. #15561, \$1,300.00
- Cincinnati Bell, Acct. #(513)229-8363-881, \$94.59
- Albers & Albers, Inv. #10503, \$3,422.50
- Cathy Herrick, wages and mileage for October, \$553.40
- Cathy Herrick, postage reimbursement, \$6.21
- Susan Berger, District laptop purchase reimbursement, \$1,106.48
- Susan Berger, Deerfield Day supplies reimbursement, \$137.44
- Walt Daniels, District expense reimbursement for cellular Telephone use, \$46.80.

- **Action Taken/Required:** Susan Berger shall speak with the District's accountant regarding the addition and tracking of the District's laptop computer.

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

SPECIAL ORDERS

Deerfield Regional Storm Water District Insurance Renewal: Jeff Markovic, Agent/Owner of Brooke Insurance, presented a renewal proposal quote from Municipal Insurance Alliance of Ohio for the policy term 12/15/2007-12/15/2008 and in the sum of \$2,352.00 for consideration and acceptance of the Board. The terms and coverage were reviewed and resulted in the following motion:

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels, to accept renewal of the Municipal Insurance of Ohio policy as presented for the policy term of 12/15/2007 – 12/15/2008, in the amount of \$2,352.00. Vote: All Yes.

COMMENTS FROM GENERAL PUBLIC

Community member, Marie Sim, 9275 Carriage Run Circle addressed the Board at this time. Ms. Sim advised of a problem in her yard whereas standing water occurs causing a

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“rice patty” type situation and basement flooding. She advised she was the original owner of the home which was built by Mecurio Homes and she understood from the builder, the problem would be remedied by them but the repairs have never been completed. The Board requested Jeff Macomber to assist Ms. Sim in investigating the situation and report findings and suggestions back to the Board.

Cynthia and Dannie Bultman, 6781 Irwin Simpson Road also addressed the Board with an on-going situation previously brought to the attention of the District to which they had received a letter drafted by the District’s attorney, Eric Luckage requesting them to clear excessive vegetation from the swale which seems to be impeding the flow and causing upstream flooding issues in the neighboring yard. The Bultmans advised they had recently cleared the culvert of the grass, weeds and debris as requested but the drainage problem still persists. The Bultmans believe the catch basin on the north side of Irwin-Simpson Road is higher than the ground around it leading to inadequate collection of water into it. The also believe the culvert crossing the road is lower than the receiving ditch, which allows silt and gravel to build up within the culvert, further impeding the flow. The culvert is within the right-of-way and outlets into a swale through the Bultmans’ property.

- **Action Taken/Required:** Jeff Macomber shall re-address this issue with Eric Reiners of Deerfield Township and share the photos provided by the Bultmans revealing the area in question from different years. He will discuss responsibility of maintenance within the right-of-way and shall report his findings back to the Board for further consideration.

UNFINISHED BUSINESS AND GENERAL ORDERS

Little Muddy Creek Clean-up Update: Marsha Rolph, Urban Stream Specialist of the Warren County Soil and Water Conservation District (WCSWCD) spoke regarding the upcoming stream clean-up being organized for November 11, 2007, from 1:00 p.m. to 3:00 p.m. and beginning at Pine Hill Lake Park in Mason. Ms. Rolph shared samples of a flyer, a map of areas to be covered, and a sample letter which participants would carry as identification upon entering portions of the stream crossing through private property. Volunteers will be solicited through the websites, schools, and neighboring community members or homeowners in the area of the stream.

Walt Daniels mentioned a similar clean-up effort being conducted for the Landen Lake and Simpson Creek areas. A young man who attended the Deerfield Day festival inquired of Mr. Daniels, as to the possibility of volunteering in an effort to earn his Eagle Scout status by doing same. Ms. Rolph will follow-up on this request.

Also, a local teacher who attended Deerfield Day, requested a presentation to her students regarding storm water and was referred to Amy Pond, Education Specialist of the WCSWCD. Ms. Pond asked Ms. Rolph to relay to the Board she had attempted to

contact said teacher but was unsuccessful, however, she would continue to try to contact her. Ms. Berger advised she had learned of flyers offered by the OEPA on their website which could be downloaded at no charge and could be used to distribute to school children to take home. This effort would help to satisfy the District's BMP regarding education and public outreach. A discussion ensued regarding ways other efforts could be tied into BMPs. Ms. Rolph mentioned taking credit for inspections of detention and retentions basins as performed by Jeff Thomas of WCSWCD within Deerfield Township and funded by the Township.

Ms. Rolph spoke of a group of Miami University students who under the direction of the Public Works Commission of Ohio are developing an environmental training project in "good housekeeping" and are looking for sites to visit to observe examples. She inquired if the Board was interested in participating with this project.

- **Action Taken/Required:** The Board requested Jeff Macomber to discuss with Eric Reiners about the possibility of hosting the Miami students with a walk through of the salt storage facility, firehouse or maintenance garage to assist them with this project.

Diane Halligan addressed the Board advising of her hope to do a stream clean-up next year in Simpson's Creek. She asked the Board, if they would be agreeable. She would need a letter giving permission to do so from the District and asked the Board to consider including this action in next year's plan for compliance. Ms. Halligan also mentioned there would be a public meeting held on October 17, 2007 at 7:00 p.m. for stakeholders of the Little Miami River to voice their opinions and how they wished to see the river cared for.

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

Task Order No. 6 - 2007 Illicit Discharge Detection and Elimination Plan - The finalized Illicit Discharge Detection and Elimination Plan was distributed and reviewed. It was agreed, policies and regulations would need to be created to impose penalties and fines for any infractions and noncompliance as stated in the Plan.

- **Action Taken/Required:** Jeff Macomber shall contact each entity as referred to in the IDDE Plan and inquire as to whether they need outside assistance from the District in enforcing regulations. Mr. Macomber shall also contact a staff member of the Ohio EPA to inquire what is required of the District to be in compliance with regard to the Plan and investigate existing fines or penalties already in place and then advise the Board of same at the next regular Board meeting.
- **Action Taken/Required:** Susan Berger made a Motion, seconded by Tim Greive to approve and accept the Illicit Detection and Elimination Discharge Plan as presented. Vote: All Yes.

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2006-2007 Outfall Inspections Mapping Report: It was reported the Outfall Mapping had been completed and a report was presented to the Board. By agreement of the Board, the following motion resulted:

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels to approve and accept the 2006-2007 Storm Water Outfall Inspections Mapping Final Report as presented. Vote: All Yes.

Phase II NDPEs:

BMP 3.2 – Investigate Suspicious Dry Weather Discharge – Has not been completed to date.

- **Action Taken/Required:** The Board requested CDM to create a task order providing for investigating and re-inspection of the previously noted outfall locations displaying suspicious dry weather discharges and to prioritize same by the most serious locations to be visited first.

BMP 3.3 – Develop a Storm Drain System Map – Has not been completed by the District including infrastructure inside and outside the right-of-way which Deerfield Township has taken responsibility for. The District's Storm Water Management Plan's goal of mapping the entire system exceeds the minimum requirement in the general NPDES permit.

- **Action Taken/Required:** Jeff Macomber shall draft a letter to the Ohio EPA requesting this mandate be eliminated from the District's Storm Water Management Plan.

BMP 5.2 – Development of Master Plans, Comprehensive Plans – Deerfield Township is currently undergoing a Comprehensive Plan Update but, to the Board's knowledge, said plan does not include storm water components.

- **Action Taken/Required:** Jeff Macomber shall contact Lois McKnight, Community Development Director of Deerfield Township and inquire as to any interest in a member of the DRSWD Board of Trustees becoming a member of the advisory committee for the Deerfield Township Comprehensive Planning Committee.

New Developments within Deerfield Township – Jeff Macomber reported he had spoken to Lois McKnight, Community Development Director, regarding capturing new developments within the township. She advised him of the following:

Impervious areas and ERUs digitalized from scanned drawings

Miller-Valentine offices, 9349 Waterstone Blvd.
Miller-Valentine development, Socialville-Fosters Rd.
Bd Mongolian Grill (not yet open)

Additional non-residential property to be digitalized and calculate ERUs

Starbucks (open, need to back bill from opening)
National City Bank (open, need to back bill from opening)
Twenty Mile Green (not yet open)
Ravine at Timbers Edge (not yet open)
Towne Development condos (Grand Falls) (not yet open)

Task Order 8 – Private Drainage Investigations – Jeff reported he had sent out letters and Request for Aid forms to each resident who had previously addressed or contacted the District with a storm water concern. Most of these concerns were voiced before the District adopted the Request for Aid form and project ranking formula.

Riverwoods Trail Storm Water Complaint – Follow-up – Drainage appears to be coming from Kings High School area through wooded area causing swale erosion before reaching a detention basin. Similarly, siltation has clogged a culvert downstream of the basin leading to redirection of runoff and further erosion. It appears Kings High School employs little or no storm water management for runoff areas and swales contributory to this subdivision.

- **Action Taken/Required:** Jeff Macomber shall compose a letter to Chuck Petty, Warren County Engineer, advising of present situation occurring at the Riverwoods Trail sub-division due to past activity and development at the high school and also advising of CDM's investigating the situation and offering the services of CDM to help remedy the problem, with a copy being sent to Dan Corey, President of Deerfield Township Trustees and the Riverwood Trails Homeowners Association president.

Task Order No. 10 – 2007 HSTS Mapping Summary – This summary is currently incorporating logs obtained from the Warren County Health Department dating back to pre-1985 and was reported to be completed by the end of October. By agreement of the Board, discussion of this item was tabled and will be revisited at the November Board meeting.

Certification of Delinquent Accounts: By agreement of the Board, this item was tabled until the November meeting as Susan Berger and Jeff Macomber were scheduled to meet with the staff at the Warren County Water and Sewer Department to review the certification process.

New Telephone Service/Voicemail: The District has now contracted the services of Cincinnati Bell and obtained a DRSWD telephone number with voicemail box feature so that community members can contact the District directly. The telephone number is (513) 229-8363. Cathy Herrick, Administrative Assistant for the District shall check for messages daily and advise the Board of same as deemed necessary.

Southwest Ohio Storm Water Collaborative: Ms. Berger reported the next meeting of the Collaborative is scheduled for October 18, 2007. As the group is looking at utilizing television advertisement versus other options, she advised WCET was planning to be in attendance at the upcoming meeting and the members of the collaborative had agreed upon an ad which utilizes a talking fish with a clean water theme. Also, for future events or educational purposes, a model is being created with a storm drain and puppet.

Deerfield Day Recap: It was reported the participation of the DRSWD in the Deerfield Day festivities were well received with lots of interest in the efforts of the District. The interactive models proved to be educational and the attendees were receptive to the refrigerator magnets with contact information for the District.

DFT/SWD Communications: Other than communications via email regarding the Riverwood Trails issue, there have been no other discussions during the past month.

NEW BUSINESS

Expense Reimbursement Policy for Board Members: Due to a recent expense incurred by Walt Daniels while using his personal cellular telephone to conduct District business, the issue has come to the attention of the Board that a for such expenses needs to be created and incorporated in the Code of Regulations for the District. A sample policy was received from Paul Rennick, CPA. The Board asked for the policy to be revised and would review for adoption at the November meeting.

- **Action Taken/Required:** Cathy Herrick shall email the sample policy to Eric Luckage for revision and adoption by the District at the November District Board meeting.

COMMENT FROM BOARD MEMBERS

Susan Berger suggested Cathy Herrick send a copy of all action items resulting from this meeting to all Board members indicating what items they have been requested to take action upon. The Board agreed this would be a helpful tool.

RESOLUTIONS Eric Luckage presented the following previously adopted resolutions: Resolution No. 2007-38, Approving and accepting 2008 Preliminary Budget for the Deerfield Regional Storm Water District; Resolution No. 2007-39, Approving payment of the District's invoices for September as presented; Resolution No. 2007-40, Approving

purchasing of Telephone number with voice mailbox feature and associated costs through Cincinnati Bell.

MOTION FOR ADJOURNMENT

Walt Daniels made a Motion, seconded by Susan Berger, to Adjourn at 9:52 P.M. Vote: All Yes.

Next Regular Meeting: November 27, 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