

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

December 1, 2009

CALL TO ORDER

President Walter Daniels called the meeting to order at 6:32 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ATTENDANCE

Those present at the meeting were:

Board Members:	Walt Daniels, Tim Grieve, Ben Yoder
Attorney:	Eric Luckage, Esq., Albers & Albers
Engineering Consultant:	Andrew Bohlen
Administrative Assistant:	Cathy Herrick
Public Members:	None

APPROVAL OF MINUTES

The Board reviewed the Regular Board Meeting minutes of November 3, 2009, resulting in the following motion:

- **Action Taken/Required:** Tim Grieve motioned, seconded by Ben Yoder to accept and approve the minutes from the Regular Board Meeting of November 3, 2009, as written. *Vote: Mr. Daniels, Yes; Mr. Greive, Yes; Mr. Yoder, Yes.*

REPORTS OF BOARD, AND COMMITTEES

Treasurer's Report: Ben Yoder reported the beginning balance for November 1, 2009 for the District's general fund was \$500,898.75 and the ending balance for November 30, 2009 was \$541,325.29.

Review of Monthly Invoices and Tim sheets/Expenses:

Ms. Herrick read the expenses for November as follows:

Payment of the Expenses:

- CDM, T.O. #17, Inv. #80330664/10, \$3,437.30;
- CDM, T.O. #18, Inv. #803300682/9, \$1,530.00;
- CDM, T.O. #20, Inv. 80330684/9, \$4,500.00;
- Albers & Albers, Inv. #11290, \$4,902.50;
- Cathy Herrick, wages for November, \$582.75;
- Cathy Herrick, expense reimbursement, \$45.60;
- Warren County W & S, Inv. 09-137, \$269.50;
- CNA Surety, Bond #060169942199, \$100.00;
- CNA Surety, Bond #060170817527, \$20.00;
- Hamilton County SWCD, StormCenter, \$5,000.00;
- Treasurer, state of Ohio, Annual Permit, \$2,000.00.

➤ **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to accept and pay the invoices for November 2009, as presented. *Vote: All Yes.*

SPECIAL ORDERS: None noted..

COMMENTS FROM GENERAL PUBLIC None noted.

UNFINISHED BUSINESS AND GENERAL ORDERS

CDM Update: Andrew Bohlen presented the Board with an Interim Executive Summary regarding the Ohio EPA, Phase II Annual Report. This report describes the District's activities for the year regarding compliance with the Phase II mandates. A Final Annual Report was expected to be ready for review in the upcoming week. The Board requested Mr. Bohlen to send full copies to each of them via regular mail for review and any questions.

Mr. Bohlen continued the CDM update with the presentation of the Monthly Update memorandum. The Board reviewed the memo with a brief highlight of the following items:

Task Order No. 17 – 2009 General District Support Services CDM has prepared presented a draft Task Order No. 22, 2010 General District Support and Task Order No. 23, 2010 Private Drainage Investigation Support for the Board's review. It was noted, these task orders would continue services previously provided in 2009, and as delivered in Task Order No. 17 and Task Order 18, respectively.

CDM identified various properties which had not been added the Warren County database for billing of storm water fees. A chart was provided listing the properties and the bi-monthly amount which would have been due if entered at initiation of the service fee. It was reported each property was now entered into the W.C. database and would begin billing in December, 2009, if within that billing cycle or as soon as applicable. Continued quality assurance is being conducted on residential databases to insure proper billing.

- **Action Taken/Required:** The Board requested Andrew Bohlen to prepare a letter to the property owners listed in the chart who had not previously been billed to advise them of the fee and provide them information regarding the District and its purpose in imposing the storm water utility fee.

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Task Order No. 17. Amendment No. 2 – Quality Review of Storm Water Utility Billing Database – CDM presented Task Order No. 17, Amendment No. 2 for review and approval of the Board.

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to approve Amendment No. 2 to Task Order No. 17 between Owner and Engineer and in the sum of \$2,400.00. *Vote: All Yes.*

Task Order No. 21 – Simpson Creek Characterization Study – CDM presented Task Order No. 21, for review and approval of the Board. It was suggested that the Board further review the Interim Executive Report provided by CDM and then revisit this item at a later date.

Task Order No 22 – 2010 General District Support Services (To replace T.O. No. 17) – CDM presented Task Order No 22, for review and approval of the Board.

- **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to approve Task Order No. 22, between Owner and Engineer, not to exceed the sum of \$46,280.00. *Vote: All Yes.*

Task Order No. 23 – 2010 Private Drainage Problem Investigation (To replace T. O. No. 18) – CDM presented Task Order No. 23, for review and approval of the Board.

- **Action Taken/Required:** Tim Greive motioned, seconded by Walt Daniels, to approve Task Order No. 23, between Owner and Engineer not to exceed the sum of \$37,870.00. *Vote: All Yes.*

Task Order No. 18 – 2009 Private Drainage Problem Investigation

At the request of the Board, CDM conducted field investigations for the following locations: 6565 Claiborne Court and 2823 Ashwood Drive.

Task Order No. 20. – 2009 NPDES Phase II Compliance Services

Illicit Discharge Investigation – CDM is continuing work on a storm sewer system map to be utilized in meeting compliance of the Phase II NPDES mandates and with and between the District and the Warren County Engineer's Office.

A complete copy of the CDM Monthly Update and supporting documents is available for review in its entirety.

Regional Storm Water Collaborative: The final contract and invoice from the Hamilton County Soil and Water Conservation District and with regard to the StormCenter Program initiated by the Regional Storm Water Collaborative was presented for final approval. This contract assists the District in fulfilling the Township/District's public education and outreach obligations as part of the EPA's Phase II storm water requirements. The outreach resulting from this contract will help educate the public about storm water impacts on watersheds.

- **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to approve the Agreement between the District and the Greater Cincinnati Storm Water Collaborative with regard to the StormCenter Program and to make a contribution in the sum of \$5,000.00 for same and the purposes of public outreach. *Vote: All Yes.*

DFT/SWD Communications: Walt Daniels reported he had a recent telephone conversation with Bill Becker, Administrator for Deerfield Township. It was agreed the District and the Township Trustees should focus on a work session in the very near future. Tim Greive advised he would investigate arranging such a meeting and report back on his findings.

NEW BUSINESS None Noted.

COMMENT FROM BOARD MEMBERS

- **Action Taken/Required:** Walt Daniels asked Andrew Bohlen to prepare a new Request for Assistant Form noting several areas of the form which need updating and clarity.

Eric Luckage provided a Memorandum to the Board entitled: *Special Assessments for Maintenance Expenses of the District*, for their reference and review in understanding

Deerfield Regional Storm Water District
Board of Trustees Regular Meeting, December 1, 2009

special assessments. Mr. Luckage researched and prepared the summation in response to the Board's question regarding different fees and assessments being charged in different areas and other details regarding this matter.

RESOLUTIONS Eric Luckage presented the following previously adopted resolutions: Resolution No. 2009-56, Approving payment of the invoices as presented; Resolution No. 2009-57, Greenfield Place Memorandum of Understanding; Resolution No. 2009-58, Approving the Engagement letter with Balastra, Harr and Scherer, LLC, for accounting services.

MOTION FOR ADJOURNMENT

➤ **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive, to Adjourn at 7:30 p.m. *Vote: All Yes.*

Next Regular Meeting: January 5, 2010

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

Attest:

Benjamin Yoder, Secretary/Treasurer