

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

January 5, 2010

CALL TO ORDER

Vice President Tim Greive called the meeting to order at 6:35 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ATTENDANCE

President Walt Daniels was not in attendance at this meeting.

Those present at the meeting were:

Board Members:	Tim Greive, Benjamin Yoder
Attorney:	Eric Luckage, Esq., Albers & Albers
Consultant:	Andrew Bohlen, CDM
Administrative Assistant:	Cathy Herrick
Public Members:	Jeff Markovic, Agent, Pillar Insurance

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of December 1, 2009, were presented for approval.

- **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to accept and approve the Regular Board Meeting Minutes of December 1, 2009, as presented. Vote: *All Yes*.

REPORTS OF BOARD, AND COMMITTEES

Treasurer's Report: Mr. Yoder reported the District's bank account reconciliation summary to-date shows a beginning balance was \$541,325.29. The total cleared balance is \$534,067.83 and an ending balance of \$534,501.73.

Mr. Yoder then presented the expenses for December 2009, as follows:

Payment of the Expenses:

- CDM, T.O. #12, Proj. No. 63353, \$16,016.30;
- CDM, T.O. #17, Proj. No. 68941, \$3,765.00;
- CDM, T.O. #18, Proj. No. 68945, \$3,943.80;
- CDM, T.O. #20, Proj. No. 70400, \$4,634.90;
- Albers & Albers, Inv. #11324, \$2,719.50;
- Cathy Herrick, wages \$684.50;
- Cathy Herrick, expense reimburse, \$64.20;
- Warren County Water & Sewer, Inv. 09-154, \$2010.00;
- Minuteman Press, Inv.84082, \$13.44;
- Cincinnati Bell, monthly voicemail, \$34.38;
- Deerfield Township, Reimbursement for Street Sweeper expense – 2009, \$14,879.35.

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

SPECIAL ORDERS

2010 Temporary Budget - A 2010 Temporary Budget was created with the input of Ben Yoder, CDM and Paul Rennick, CPA, and was being presented at this time as to comply with statutory requirements. Additional updates to be included in the final budget were being considered and the 2010 Final Budget is to be presented at the February 2, 2010, Regular Board meeting of the District.

- **Action Taken/Required:** Tim Greive, motioned, seconded by Ben Yoder to approve and accept the 2010 Temporary Budget as presented. *Vote: All Yes.*

COMMENTS FROM GENERAL PUBLIC None noted.

UNFINISHED BUSINESS AND GENERAL ORDERS

CDM Update:

Task Order No. 12 – Storm Water Modeling and System Evaluation – The Draft report was previously distributed to District Board in the form of an Executive Summary on December 10, 2009. The Board discussed various items contained in the Master Plan noting items which they wished to be fined tuned and included in the final report.

Task Order No. 17 – 2009 General District Support Services –CDM Task Orders No. 22, and Task Order No. 23, previously adopted on December 1, 2009, were created to continue the General District Support Services and the Private Drainage Investigation Support of CDM between Owner (District) and CDM (Engineer) for 2010. It was noted, the next invoice submitted by CDM for Task Order No. 17 and 18 will be the final invoices and thus close these tasks orders with services to be carried on utilizing the new Task Order Nos. 22 and 23 respectively.

Billing Assistance - The quality assurance review of Warren County's database with regard to the storm water utility fee and billing of same is being continued. The residential portion of the review has been completed. The commercial property accounts are still being checked. It was noted, many commercial properties submit plans which are changed and upon completion are more or less than originally calculated upon completion of the project and therefore changing the amount of impervious surfaces to be considered for the utility billing fee. Close attention to this detail must be monitored in order to correctly bill these accounts. CDM is currently investigating the impervious surface of several commercial properties.

Delinquent/Inactive Utility Accounts - Due to a few delinquent accounts making payment well past the deadline given to remove these accounts from the certification list and the resulting penalties imposed by the County Auditor, a draft policy has been created by CDM to further clarify the timeframe in which these accounts may be removed without a penalty and at which time a 5% penalty will be imposed. Eric Luckage will review the draft and comment on same.

Task Order No. 18. – 2009 Private Drainage Problems Investigation Support – CDM provided finalized copies of their field investigation reports on the following two properties and per request of the Board: 6565 Claiborne Court and 2823 Ashwood Drive. The Board requested no further action be taken on these reports until they have been reviewed and further discussed by the Board. As previously stated, Task Order No 23, will replace and continue the above-captioned services of Task Order No. 18, for 2010.

Task Order No. 20 – 2009 NPDES Phase II Compliance Services – The evaluation of the extent of the current storm system mapping being performed by the Warren County Engineer's Office has been completed. CDM is in the process of preparing a scope, costs, and timeframe necessary to prepare a storm sewer system map which will be in compliance with the Phase II NPDES permit and will also identify the responsibilities of the District and the Warren County Engineer's Office upon completion and in its utilization.

SWMP/Annual Report Evaluation - CDM has prepared BMP's (Best Management Practices) templates for the District's 2010 Storm Water Management Plan and in direct relation to MCM (minimum control measures) 1 through 6 of the Plan. Further review of these proposed measures and the elimination of some which have been deemed

unnecessary in achieving various goals as set forth by the Ohio EPA's new permit, shall be forwarded to the Board for review and consideration prior to the preparation of the final plan.

A copy of CDM's monthly report is available in its entirety for review.

DFT/SWD Communications: Mr. Yoder reported he had met with Trustee, Dan Corey and Administrator, Bill Becker and briefly discussed what type of candidate would be a good fit for the opening on the District's board. It was mentioned that a person with developer experience could be a good asset to the Board.

The Board agreed an informal meeting with the Deerfield Township Trustees was something they should arrange some time soon, possibly in March, to discuss capital projects and various activities of the District. Further discussion regarding same ensued. Andrew Bohlen added, he was in the process of updating the District's RFA (Request for Assistance) form and it would be helpful to know how the District planned to move forward with existing requests, as well as, future requests in creating the proper form.

NEW BUSINESS

District Insurance Policy Renewal – Jeff Markovic, Agent

Mr. Jeff Markovic, Agent for Arche Insurance dba Pillar Insurance, addressed the Board at this time giving a summary of the coverage and contents of the District's insurance policy and renewal costs for the period of December 15, 2009, through December 15, 2012. Mr. Markovic noted the premium costs for the renewal package was lower than the previous policy period costs of \$2,318.00 per year but with no reduction in coverage.

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to renew the Deerfield Regional Storm Water District's insurance policy with Arche Insurance dba Pillar Insurance Agency for the policy period of December 15, 2009 through December 15, 2012, and further to approve payment of the annual premiums amount of \$1,937.00 per year for said policy period. *Vote: All Yes.*

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to amend the previously approved motion pertaining to the District's insurance coverage and renewal to include the Board's action in declining the Terrorism coverage as offered in the policy renewal. *Vote: All Yes*

2010 Sediment and Erosion Field Day: The Board discussed making a financial contribution in support of the Southwest Ohio Sediment and Erosion Control Field Day held by Warren County Soil and Water Conservation District (WCSWCD). This supports the responsibilities prescribed by the NPDES permit. In particular, this is one public education and outreach mechanism under Minimum Control Measure #1 (Public

Education and Outreach). The information presented at this field day is intended to educate construction site operators of the erosion and sediment control regulations required under Minimum Control Measure #4 (Construction Site Runoff Control). By supporting the field day, the District is supporting its partner agency (WCSWCD) in fulfilling the Best Management Practices associated with Minimum Control Measure #4.

- **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to approve sponsorship at the Gold level and in the sum of \$500.00, for the 2010 Southwest Ohio Sediment and Erosion Field Day event, and to further attend said event for the purpose of public education.

Public Notification of DRSWD Board Meeting Date – Eric Luckage advised the Board of the necessity to amend the District resolution which establishes how the District makes the public aware of public meetings. It is necessary to amend the resolution to reflect the change in monthly meeting dates from the second Tuesday of the month to the first Tuesday of the month, unless otherwise specified. Mr. Luckage was concerned that public members who do not have access to the internet postings or do not see the public notification signs which are posted several days prior to the meeting, may not be aware of the date and time of the monthly Board meetings.

- **Action Taken/Required:** The Board requested Cathy Herrick to inquire as to the feasibility of placing a permanent notice of the meeting date and the supporting resolution adopted approving this action by the Board, on the glass at the front door to the Trustees' Meeting Room, located at 4900 Parkway Drive, Suite 180, Mason, Ohio and report her findings back to the Board

COMMENT FROM BOARD MEMBERS

Mr. Yoder reaffirmed the District had entered into an Engagement Letter with Balestra, Harr & Scherer LLC, CPA's and Paul Rennick to secure full service accounting duties of their company for the District's financial needs and for a period of one year. Mr. Yoder said he will be working with Mr. Rennick to streamline the chart of accounts and various other areas updating the District's accounting practices. Mr. Yoder also planned to consult and involve Mr. Rennick in the process of securing credit cards for the District's use in certain expenses and a policy regarding the same and hoped to have further updated information for the Board at the February 2, 2010 meeting. Eric Luckage had provided the Board with an Example of a credit card policy. The Board asked him to make a few changes to it and present the revised version to the Board for further review.

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to approve the Engagement Letter between the District and Balestra, Harr, & Scherer Consultants to provide full accounting services for the remainder of 2009 and the entire year of 2010, at an estimated total cost of \$10,994.00 and further

authorizing Benjamin Yoder to sign on behalf of the District board. Vote: *All Yes.*

RESOLUTIONS Eric Luckage presented the following previously adopted resolutions: Resolution No. 2009-59, Approving and accepting payment of the December 2009 invoices as presented; Resolution No. 2009-60, Approving and adopting CDM Amendment No. 2 to Task Order No. 17, in the sum of \$2,400.00; Resolution No. 2009-61, Approving and adopting CDM Task Order No. 22, in the sum of \$46,280.00; Resolution No. 2009-62, Approving and adopting CDM Task Order No. 23, not to exceed the sum of \$37,870.00; Resolution No. 2009-63, Approving and accepting the Agreement with the Greater Cincinnati Storm Water Collaborative with regard to the StormCenter Program and making a contribution in the sum of \$5,000.00 for same and for the purposes of public outreach.

MOTION FOR ADJOURNMENT

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive, to Adjourn at 8:25 P.M. *Vote: All Yes.*

Next Regular Meeting: February 2, 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