

**DEERFIELD REGIONAL STORM WATER DISTRICT
REGULAR DISTRICT BOARD MEETING
Landen Station, 3292 Montgomery Road
Loveland, OH 45140**

June 13, 2006

CALL TO ORDER:

President Walter Daniels called the meeting to order at 6:38 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ATTENDANCE:

Those present at the meeting were:

Board Members:	Walt Daniels, Jeff Thomas and Susan Berger
Attorney:	Eric Luckage, Esq., Albers & Albers
Engineering:	Jamie Coleman, Ph.D., CDM Inc.
DRSWD Admin. Asst.	Cathy Herrick

APPROVAL OF MINUTES

The Regular Board meeting minutes dated May 9, 2006, and the minutes of the Special Board meeting of June 8, 2006, were presented and reviewed.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Jeff Thomas to accept the meeting minutes of May 9, 2006 and June 8, 2006, as written.
Vote: All yes.

REPORTS OF BOARD, AND COMMITTEES

Susan Berger presented the monthly invoices for approval and payment by the Board as follows:

Payment of the Bills:

- Albers and Albers, invoice 10064, in the sum of \$24,309.00 which consists of \$5,587.00 for June, 2006, and a previous balance of \$18,722.00;
- CDM, invoice 80227467/1, for General District support in the sum of \$1,622.50;
- CDM invoice 80227472/5, for General District support in the sum of \$1,055.00;
- CDM invoice 80227452/1, Task Order No. 4, Technical Review of Simpson's Creek retention basins, in the sum of \$2,500.00;
- CDM invoice 80227469/2, Task Order No. 3, Adjustment and Credit Policy and Public Outreach, in the sum of \$9,942.65;
- Minute Man Press counter charges for costs associated with copying expenses in the sum of \$10.56;
- Minute Man Press for purchase of rubber stamp and pad to be utilized in purchase order system in the sum of \$51.75;
- Cathy Herrick, wages in the amount of \$450.00, also reimbursement of expenses for postage and copying in the sum of \$25.99.

- **Action Taken/Required:** Jeff Thomas made a Motion seconded by Walt Daniels to accept and pay the invoices as listed above. Vote: All Yes.

Treasurer's Report – 2006 Budget:

Susan Berger presented a copy of the spreadsheet indicating the 2006 Budget of the DRSWD to date. Ms. Berger informed the Board that the total amount shown included the grant amount given by the Deerfield Township Trustees to the District which was recently received and deposited to the account. She further reported that as of this meeting, the District had expended \$30,636.40, leaving a remaining balance of \$114,363.60 for the remainder of the year.

Ms. Berger reviewed the information with the Board and made the suggestion that the line items EPA NPDES Permit Fee and GIS Mapping be moved to be encompassed with the Phase II Regulatory Compliance line as these items both fit well in this category and would better serve the needs of the District designated there.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels, to amend the 2006 Budget by striking line item EPA NPDES Permit Fee in the amount of \$2,000.00 and line item GIS Mapping in the amount of \$3,560.00, and moving said monies to the Phase II Regulatory Compliance line item. Vote: All Yes.

Ms. Berger further discussed the initiation of the purchase order system as suggested by the DRSWD accountant, saying that all invoices for Albers & Albers, CDM Engineering and the Administrative Assistant shall be paid through utilization of the purchase order system while all other invoices shall be paid through the “then and now” payment system whereas the monies were allowed for at the time of purchase (then) but, are paid (now) or as they are incurred. She continued by informing the Board, the accountant had sent language to be utilized via the rubber stamp which was created and to be used to certify each invoice that is not being paid directly from a purchase order. Ms. Berger and Cathy Herrick went through the past invoices incurred by the Board from its origin and prepared them with the “then and now” stamp for signature by the appropriate treasurer at the time they were incurred. All past invoices were then signed by the treasurer(s) and secured for posting into the system to bring the accounting program up-to-date.

Due to Ms. Berger having a necessity of leaving this meeting possibly earlier than its conclusion, President Daniels presented the following two agenda items at this time and out of order of the agenda as originally presented:

Employment Contract of DRSWD Administrative Assistant: President Daniels stated that it had come to the attention of the Board, the contract of the DRSWD Administrative Assistant had now been in place for one year and extended the gratitude of the Board for the work that had been accomplished and the continued assistance of the Administrative Assistant. At that time, President Daniels asked Ms. Berger to announce the previous decision of the Board, allowing Cathy Herrick, DRSWD Administrative Assistant an increase of \$1.00 per hour therefore making her new hourly wage \$16.00.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels, to increase the hourly wage of Cathy Herrick, DRSWD Administrative Assistant, by \$1.00 per hour, making her new hourly wage \$16.00. Vote: All Yes.

Purchasing Policy: Susan Berger presented a draft copy of the Purchasing Policy that was prepared by the DRSWD accountant. Ms. Berger stated that the policy basically consisted of two types of certifications to be utilized in payment of obligations of the District. The first being the purchase order which would mainly be used for recurring expenses, over \$3,000.00 in nature, namely Albers & Albers, CDM, and Cathy Herrick, Administrative Assistant. Secondly, other types of expenses or purchases would be certified using the “then and now” method whereas the treasurer can verify that the funds were there at the time of purchase and allowed for (then) but, are paid at the time of presentation of the invoice (now) and are not necessarily recurring bills.

The Board continued a discussion about the purchasing policy and its content and made several suggestions for changing some of the language of the policy to better suit the needs of the District. One suggested change was to insert “treasurer” versus “clerk” as the administrator of the purchasing policy. Also suggested and agreed upon was the limit

of the amount that may be expended without prior approval of the Board by the treasurer, as well as, the administrative assistant. It was tentatively agreed that the treasurer may spend up to \$1,000.00 and the administrative assistant up to \$250.00 without prior formal approval of the Board and/or by way of resolution. It was further agreed by the Board that this policy needed further discussion and would be added to the agenda for the July regular board meeting to revisit this issue at that time.

DRSWD Independent Website: Susan Berger stated that although Deerfield Township had been very cooperative and had done an excellent job in posting the District's information, she felt it might be a good idea to have an independent website whereas the District could have more of a handle on content and make the site exclusively storm water related with links established to Deerfield Township, Warren County SWCD and other area storm water districts and related information. Ms. Berger agreed to be responsible for handling the website, its creation, and upkeep. The Board agreed this would be a worthy venture.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Jeff Thomas, to develop a DRSWD website and authorize Susan Berger to purchase a domain at a cost of no more than \$100.00 every two years. Vote: All Yes.

SPECIAL ORDERS

None.

UNFINISHED BUSINESS AND GENERAL ORDERS

CDM Update: Jamie Coleman presented to the Board, copies of amendments to previously adopted Task Order No. 2 and Task Order No. 5. Dr. Coleman explained the nature of the amendments as follows: regarding Task Order No. 2 and the storm water service fee agreement, the task encompassed a larger scope of work than originally anticipated with the creation of the storm water service fee, following up with the SWAC recommendations and the proposed Warren County billing agreement. Dr. Coleman stated that the original task order was \$81,410.00 and the amendment presented was for \$12,500.00 making the new total \$93,910.00.

Dr. Coleman further added that Task Order No. 5, originally quoted at \$10,000.00, needed to be increased by \$3,500.00, making the new total \$13,500.00, to cover CDM's costs involved with the creation and administration of the ad hoc committee and the development of the private property policy for Deerfield Township.

The Board discussed the feasibility of including these amendments into the 2006 budget. Susan Berger said with the prior movement of the line items as mentioned earlier in this meeting, the District should be able to accommodate these amendments. Dr. Coleman stated that he had cross-referenced these amounts with the budgeted amounts before presentation to the Board in an effort to keep costs in line. Walt Daniels thanked Dr.

Coleman on behalf of the District for his efforts in keeping costs down and in line with the budget.

- **Action Taken/Required:** Jeff Thomas made a Motion, seconded by Walt Daniels to accept and approve the Amendment No. 1, to Task Order No. 2 and Amendment No. 1, to Task Order No. 5 as presented by CDM. Vote: All yes.

Private Property Projects Committee: Jeff Thomas reported the Board had conducted a meeting on Thursday, June 8, 2006, with regard to establishing an ad hoc committee to aid in creating a private property policy within the Township. It was decided that there would be a series of three meetings. First of which would be an introduction to the purpose of the committee, second to hash over the variables of such a policy and finally a third to actually create a draft policy to be presented to the Board. It was also decided that the committee would consist of seven (7) members, three (3) of which would be selected from a list provided by Deerfield Township and three (3) to be selected from public members who previously expressed interest in participating as a volunteer for the District and finally, Jeff Thomas of the DRSWD Board serving as chairperson.

The Board further discussed possible ways to present information to the committee and ways that they may arrive at decisions in creating said policy. Eric Luckage and Dr. Coleman added that they have examples from other neighboring communities to share with the committee in assisting them.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Jeff Thomas, to create an ad hoc committee to develop recommendations guiding the DRSWD on a policy addressing storm water issues on private property. Vote: All yes.
- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels, to take a five minute recess to retrieve the DRSWD checkbook from the office. Vote: All yes.

Meeting reconvened at 7:59 p.m.

Jamie Coleman reported on the situation presented at the May, 2006, whereas community member, Ilene Wright of 2227 Rose Road, Loveland, Ohio, has a concerning drainage problem on and around her property. Ms. Wright sent pictures and information to Dr. Coleman, per his request, and Dr. Coleman investigated the situation and felt that Ms. Wright's concerns are justifiable and definitely would be inline for the District's assistance at the appropriate time. Walt Daniels also mentioned Mr. Wolfe, who had previously addressed the Board with erosion concerns on his property. Mr. Daniels said that Mr. Wolfe has informed him that he is presently preparing to have the problem repaired at his own expense but would like for CDM to take a look at the area in question and learn their input prior to the actual repairs being done. The Board agreed that

responsiveness to these situations was imperative and that gathering this information about area problems and issues needed to be presented to the ad hoc committee for visualization and realization in creating such a policy for private property assistance.

Utility Billing Agreement with Warren County: It was reported that the Board members had met several times, made changes and had now forwarded the proposed Utility Billing Agreement to Warren County for their consideration. Dr. Coleman said he had received a response via email from Warren County with several minor questions regarding the agreement. He shared a copy of the email with the Board and its content was reviewed. Dr. Coleman further reported that some details were still being looked and hoped to hear something by early next week and if not, he will check back with Warren County as to the status of the agreement.

DFT/SWD Communications: Walt Daniels and Susan Berger attended a Deerfield Township Trustees' work session last week. There was a discussion with the Trustees concerning the proposed use of funding and activities of the District, but the Trustees displayed cooperation and support of the goals of the District. It was learned that two of the newer Township Trustees were unaware of the purpose and goals of the DRSWD as it was established prior to their appointment. Walt Daniels added that it was important to keep a dialog with the Township Trustees and to keep them informed of the activities of the District. Mr. Daniels also said that he felt that due to the Township Trustees voicing that they will be taking the responsibility of the right-of-way issues and replacement of the culverts, these actions would lessen the burden to be dealt with by the District thus affording the amount of the user fees to be set at a lower amount and still be effect. Eric Luckage questioned as to whether the District and the Deerfield Township Trustees will still require a memo of understanding at some point to formalize their agreement. Mr. Daniels replied that he felt that it would be necessary at a future date. Mr. Luckage stated that he would keep this in mind, as the creation of such a document could pose an unanticipated additional cost and he would like to stay within the amount budgeted for legal services.

NEW BUSINESS

Items listed on the agenda were discussed earlier in this meeting due to time restraints. Please see above.

COMMENTS FROM BOARD MEMBERS

None.

COMMENTS FROM GENERAL PUBLIC

Deerfield Regional Storm Water District
Board of Trustees Regular Meeting June 13, 2006

None.

RESOLUTIONS

Eric Luckage presented the following previously adopted resolutions for signature of the Board: Resolution 2006-23, Approving payment of the bills as presented with the exception of Albers and Albers invoice no. 10032, in the sum of \$18,722.00, and CDM invoice no. 80225820/1, in the sum of \$7,892.50 to be submitted to Deerfield Township Trustees for payment as requested by the Deerfield Township Trustees; Resolution 2006-24, Approving Task Order No. 6 as presented by CDM with the exception that the word "Optional" be struck from Tasks 6.2,6.3, and 6.4 and the addition of language, "Owner may elect, with notice given to Engineer to deduct and eliminate the performance of any or all tasks or services outlined in this Task Order. Further, the cost for any such task or service shall be deducted from the total sums due Engineer"; Resolution No. 2006-25, Approving membership of the District in the Coalition of Ohio Regional Districts (CORD) and authorizing expenditure of \$150.00 for annual dues for said membership.

MOTION FOR ADJOURNMENT

Walt Daniels made a Motion, seconded by Jeff Thomas, to adjourn at 8:35 P.M. Vote: All Yes.

Next Regular Meeting: July 11, 2006

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