

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

July 11, 2006

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, 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 June 13, 2006, and the minutes of the Special Board meeting of May 25, 2006, were presented and reviewed.

- **Action Taken/Required:** Jeff Thomas made a Motion, seconded by Walt Daniels to accept and approve the meeting minutes of June 13, 2006 and May 25, 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:

- Susan Berger, reimbursement for expenditure to purchase web site hosting through GoDaddy.com in the sum of \$76.60;
 - Albers and Albers, invoice 10098, in the sum of \$5,180.00;
 - CDM, invoice 80229362/2, for General District support in the sum of \$1,912.50;
 - Cathy Herrick, wages in the amount of \$400.00, also reimbursement of expenses for postage in the sum of \$15.51;
 - Mariemont Insurance, invoice 21549, for surety bond for S. Berger, Secretary/Treasurer, in the sum of \$200.00;
 - Cathy Herrick, reimbursement for office supplies in the sum of \$52.21.
- **Action Taken/Required:** Walt Daniels made a Motion seconded by Jeff Thomas to accept and pay the invoices as listed above. Vote: All Yes.

Purchasing Policy Update: Susan Berger reported the previously suggested changes to the Purchasing Policy for DRSWD had been made to include replacing the title Clerk with Treasurer and the spending limits for the Treasurer and the Administrative Assistant, adding that although purchases may be made prior to presentation to the Board within the allotted amounts, all invoices would still need to be presented for approval by the Board for payment or reimbursement. The Board agreed to the changes which had been made and to the acceptance of the policy as written.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Jeff Thomas to accept and approve the DRSWD's Purchasing Policy as presented. Vote: All Yes.

Eric Luckage added that a copy of the approved Purchasing Policy would be attached to the resolution for the record.

Public Relations: Susan Berger informed the Board that the independent website for DRSWD was up and running at www.deerfieldstormwater.com and invited everyone to view and share their comments or suggestions. She also informed the Board that she was still tinkering with various ideas and adding links to other related sites of interest. Ms. Berger further stated that she had spoken to Fran Klatt with Deerfield Township and Ms. Klatt wished to continue to add the District's information to the township's site which was welcomed by the Board in furthering their continuing efforts of communication and coordination between the two entities.

President Daniels stated that he had viewed the site and felt it was very informative and that Ms. Berger had done a great job in creating the site. It was agreed by all.

Ms. Berger also informed the Board she had received a copy of the videotape consisting of the interview she previously conducted with Fran Klatte, on behalf of the DRSWD Board of Trustees, and aired on the Deerfield Digest program. She offered that anyone who may not have had the opportunity to view the segment when it actually aired, was welcome to borrow the tape for viewing and that we would then keep it in our archives for future reference.

SPECIAL ORDERS

None.

UNFINISHED BUSINESS AND GENERAL ORDERS

CDM Update: Dr. Coleman began by saying that one of CDM's biggest activities in the past month was getting the final draft of the Warren County Billing Agreement into the hands of Warren County. He added, Eric, Susan and he had coordinated efforts in incorporating comments and suggestions of theirs and those of Warren County into the final draft and was now awaiting the response of Warren County. Ms. Berger suggested that as we get closer to the actual billing taking place, a letter should be sent out to all township residents and businesses informing them of this action and the various scenarios which may affect them.

Dr. Coleman also reported on another project whereas the area mapping of streams and outfall pipes (pipes coming from streams) throughout the township were being inspected. He explained that these studies are usually completed during dry weather conditions as to get a true reading of any outfall that may be potentially harmful or concerning. The outfalls that were mapped during wet conditions will be revisited during dry conditions to inspect them for any drainage issues. Dr. Coleman provided a summary of the various areas that had been explored thus far which consisted of 143 storm water outfalls. He added that it was originally thought there were 18 miles of streams to be inspected but the field staff had already inspected nearly that amount and were only about fifty percent (50%) complete as far as the stream mapping portion. Dr. Coleman added, with this inspection and the mapping completed thus far, the District should be in good shape as far as meeting the goals for this requirement for next year. Walt Daniels inquired as to the mapping portion of the study and as to whether or not the streams and outfalls were being tracked during the study. Dr. Coleman informed the Board that a GPS unit was being utilized during the field study and each coordinate was being recorded. He further stated that after the completion of the entire study, the Board would be provided with a DVD and a hard copy of the information for future use.

Private Property Projects Policy Update: Walt Daniels inquired of Jeff Thomas as to the status of the forming of the ad hoc committee needed to assist in the compilation of the private property policy. Mr. Thomas stated that he was still in need of volunteers to help form the committee. President Daniels invited anyone interested in serving as a member

of such a committee, please contact the District with their name, address and a telephone number where they may be reached.

Utility Billing Agreement with Warren County: Dr. Coleman reported on this item as mentioned above in the CDM Update portion of the meeting.

DFT/SWD Communications: Walt Daniels reported that he had continuing monthly communications with Township Trustee, Dan Corey and Administrator, Dan Evers, keeping them abreast of the activities of the District, however, due to hectic schedules of all parties during the past month, there had not been a formal meeting. He went on to say, nonetheless, communications seemed to be flowing very well and they all intended on meeting personally some time during the upcoming month. Eric Luckage suggested that one issue that the Board might want to touch base on with the Township Trustees would be the completion of the regulations being compiled for the District and any input that the Trustees might have with regard to same. Eric went on to say that the Trustees may have in mind some concept or addition that they would like added before the final draft is completed. Walt Daniels agreed that before moving forward with the regulations, the Board should meet with the Township Trustees and discuss their thoughts. It was agreed that another issue which needed revisiting and was especially of interest to the Township Trustees, was the storm water fee schedule. Mr. Daniels said the Board needed to take another look at the numbers and take into consideration that since the Township would handle all right-of-way issues, the amount of the actual fee should be significantly less than originally anticipated.

Susan Berger inquired as to how often the District should be meeting with the Township Trustees. Walt Daniels informed the Board that he felt unless there was a specific item that needed to be addressed, meeting on a quarterly basis with the Township Trustees should be sufficient at this time.

NEW BUSINESS

Interim Illicit Discharge Policy: Due to various communications from community members and the fact that the Board is in the process of developing a final Illicit Discharge Policy but has not yet adopted such a plan, it was deemed necessary to implement an interim illicit discharge policy, in the meantime, whereas any type of suspicious pollutants from spills or discharges which may be sighted could be reported and investigated by the appropriate agency. Dr. Coleman said there are several points of contact depending on the type of spill or discharge being reported. He provided a handout which he had put together indicating some various contacts. The Board discussed the various types of situations that could occur and who should be contacted for assistance. Dr. Coleman added that for any type of emergency situation, the Ohio

Response Unit should be contacted at (800) 282-9378. Walt Daniels said he had recently spoken to Dave McElroy regarding this topic and suggested that Dr. Coleman contact him as Mr. McElroy was compiling an information sheet consisting of all types of situations that may occur and where they could be reported. Dr. Coleman said that he would contact Dave McElroy and combine his efforts with him in getting a complete listing of such contacts. Susan Berger suggested this information could be made readily available to the public via the DRSWD website. Dr. Coleman agreed and stated that he would email a summary of the information to Ms. Berger for posting on the site.

COMMENTS FROM BOARD MEMBERS:

Jeff Thomas reported the Warren County Soil and Water Conservation District preparing to conduct their yearly planning meeting in August and hoped to have attendees from all local districts. He said this meeting is held by county districts statewide in an effort to set their course for the upcoming year and are interested in being more proactive such as with builders and addressing issues as they are occurring versus going back years later and after the fact. He also reported that another goal for the upcoming year is creating new positions on drainage issues. It was agreed that a member of the Board would plan to attend and that Jeff would inform the WCSWCD of same.

Eric Luckage inquired of Susan Berger as to the format of his invoice and whether or not it was conducive to the new purchase order system whereas items submitted on the purchase order system needed to be broken down into various categories as to charge them to the proper area in the budgeted line items. Ms. Berger said she believed the way he had presented his statement was correct but would look at it further and advise if there were any necessary adjustments.

Jeff Thomas announced his resignation from the DRSWD Board of Trustees stating that he felt it was in the best interest of the Board and the community as he had many commitments with family and work that would prevent him from devoting the necessary time needed to fill this capacity. Walt Daniels and Susan Berger expressed their gratitude to Mr. Thomas for his service to this point and said he would be sorely missed but understood his other obligations and his decision. Mr. Daniels reminded everyone that Jeff would still be serving as chairperson for the ad hoc committee being formed to address private policy issues.

Susan Berger again reiterated that if anyone would like to see something particular added to the website, to let her know. Walt Daniels suggested that she email the Township Trustees and Larry Weis and ask if there is anything they would like to see included in the information or if there was anything they would prefer not be included on the site.

COMMENTS FROM GENERAL PUBLIC

Deerfield Regional Storm Water District
Board of Trustees Regular Meeting July 11, 2006

None.

RESOLUTIONS

Eric Luckage presented the following previously adopted resolutions for signature of the Board: Resolution 2006-26, Approving payment of the bills as presented; Resolution 2006-27, Amending 2006 Budget, striking line items EPA NPDES Permit Fee in the amount of \$2,000.00 and GIS Mapping in the amount of \$3,560.00 and moving said monies to the Phase II Regulatory Compliance line item.; Resolution 2006-28 Increasing the hourly wage of Cathy Herrick, DRSWD Administrative Assistant by \$1.00 per hour, making her new hourly wage of \$16.00; Resolution 2006-29, Approving the development of a DRSWD website and authorizing Susan Berger to purchase a domain at the cost of no more than \$100.00 every two years; Resolution 2006-30, Accepting and approving the Amendment No. 1 to Task Order No. 2 and Amendment No. 1 to Task Order No. 5, as presented by CDM; Resolution 2006-31, Approving the creation of an ad hoc committee to develop recommendations guiding the DRSWD on a policy addressing storm water issues on private property.

MOTION FOR ADJOURNMENT

Walt Daniels made a Motion, seconded by Susan Berger, to adjourn at 7:15 P.M. Vote: All Yes.

Next Regular Meeting: August 8, 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