

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

February 18, 2008

CALL TO ORDER

President Walter Daniels called the meeting to order at 6:35 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
Administrative Assistant:	Cathy Herrick

APPROVAL OF MINUTES

The Board reviewed the Regular Board Meeting minutes of January 8, 2008 and the Deerfield Township Board of Trustees' Work Session of January 25, 2008, resulting in the following motion:

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Tim Grieve to accept and approve the minutes from the Regular Board Meeting of January 8, 2008, and the Deerfield Township Board of Trustees' Work Session of January 25, 2008. Vote: All Yes.

REPORTS OF BOARD, AND COMMITTEES

Treasurer's Report: Ms. Berger presented the monthly Income/Expenses vs. Budget report. She indicated some adjustments were made due to some minor accounting errors which have now increased the 2007 carry over amount from 355,512.32 to \$355,530.24. This action has also been reflected in the 2008 Budget, a revised copy of which Ms. Berger presented to the Board, indicating the unencumbered cash balance for January 1, 2008, to be \$355,530.24.

Deerfield Regional Storm Water District
Board of Trustees Regular Meeting, February 18, 2008

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Walt Daniels to approve and accept Resolution No. 2008-11, Amending Fiscal Year 2008, appropriations which were previously approved in Resolution No. 2008-01, on January 8, 2008, as follows: “Increase Unencumbered Cash Balance of January 1, 2008, from \$355,512.32 to \$355,530.24”. Increase "Projected Unencumbered Cash Balance December 31, 2008, from \$55,512 to \$55,530”.
Vote: All Yes.

Broker of Record Change for Secretary/Treasurer’s Bond: It came to the attention of the Board, the Broker of Record, being Jeff Markovic, Agent of Brooke Insurance and previously of Mariemont Insurance, needed to be corrected and reassigned to Brooke Insurance, by formal request to CNA Surety. A letter requesting this action was created for approval and signature of the Board.

- **Action Taken/Required:** Walt Daniels made a Motion, seconded by Tim Grieve to approve and send a letter to CNA Surety, indicating the change of Broker of Record from Mariemont Insurance to Brooke Insurance Agency for the Secretary/Treasurer’s bond and with the signature of Walter Daniels upon said letter. Vote: All Yes.

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

Payment of the Expenses:

- CDM, Inv. #6, \$2,681.97;
 - CDM, Inv. #5, \$3,723.34;
 - CDM, Inv. #3, \$1,533.17;
 - Albers & Albers, Inv. #10639, \$9,729.50;
 - CNA Surety, Inv./Bond No. 060170112962, \$200.00;
 - Warren County SWCD, 2007 Radio Ads, \$1,243.75;
 - Cincinnati Bell, monthly voicemail/telephone, \$38.59;
 - Cathy Herrick, Reimbursement Postage/Supplies, \$46.06;
 - Cathy Herrick, wages/mileage February - \$1875.70;
 - Warren County Water & Sewer, Inv. 08-025, \$249.75;
 - Warren County Water & Sewer, Inv. 08-024, \$2002.75;
 - Warren County Auditor, Certification Processing Fee, \$1.00;
 - Susan Berger, Reimbursement for web domain, \$115.08.
- **Action Taken/Required:** Ms. Berger asked Cathy Herrick or anyone requesting reimbursement for mileage as merited, to use the expense reimbursement form from this date forward for payment of said expense.

- **Action Taken/Required:** Tim Grieve made a Motion, seconded by Walt Daniels to accept and pay the invoices for February, 2008, as presented. Vote: All Yes.

SPECIAL ORDERS

Signature of 2007 Internal Revenue Form 1096: Balestra, Harr & Scherer, CPA's, Inc. forwarded a copy of the District's tax form 1096 which required signature and approval of the Board for submission to the Internal Revenue Service. By agreement of the Board, Susan Berger, Secretary/Treasurer endorsed the form and requested it be submitted to the IRS.

COMMENTS FROM GENERAL PUBLIC - None.

UNFINISHED BUSINESS AND GENERAL ORDERS

Certification of Delinquent Accounts Update: Ms. Berger informed the Board, of the original 293 delinquent storm water only accounts, there were only 34 accounts to now be certified. Ms. Berger stated 9 of the notice of delinquent account letters were returned undeliverable by the post office with 4 of the letters addressed to mortgage companies. One of the mortgage companies did accept the letter and contacted the District but the others were returned. For future notifications, a physical address for the property owner would need to be secured.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Tim Grieve to authorize the certification of delinquent and unpaid District charges, in such amounts listed on attached "Exhibit A", to the Warren County Auditor for placement by the Auditor upon the real property tax list and duplicate, thereby constituting a lien upon the corresponding properties identified on "Exhibit A", to be collected in the same manner as other taxes. Vote: All Yes.
- **Action Taken/Required:** Susan Berger stated she would email the list of delinquent accounts to be certified to Theresa Reier at Warren County Water & Sewer and asked Cathy Herrick deliver the original list, accompanying letter of request for certification and processing fee, as well as, the District's Resolution No. 2008-14 to the Warren County Auditor's office for processing.

Inactive Accounts: Susan Berger suggested tabling this item until the next regular Board meeting as she was working with Warren County Water & Sewer Department in an attempt to have a report generated which separates the inactive accounts from the general list so they can be readily identified and would have more information to discuss upon receipt of said report. The Board agreed to add this item to the March meeting agenda for further discussion.

Southwest Ohio Storm Water Collaborative: Susan Berger reported an invoice from the Warren County Soil and Water Conservation District had been received with respect to the radio advertisements which were aired in 2007 and in conjunction with the SWOSWC. It appears the District's portion was overlooked by Warren County SWCD after paying the invoice to Clear Channel and had just now come to their attention. Ms. Berger reminded the Board, they had previously resolved to expend around \$1,200.00 for this radio campaign.

As discussed in their previous meeting, Northern Kentucky Sanitation District One and the city of Florence have joined the SWOSWC which is now called the Regional Storm Water Collaborative. They have also created a new website, www.savelocalwaters.org, replacing www.saveohiowaters.org. Ms. Berger said she would make a link from the old website directing viewers to the new location.

Walt Daniels inquired about the District's website asking if it would be possible for Ms. Berger to make the District's mailing address and contact information more visible. She agreed she would work on making this information more visible upon opening the web page, possibly by moving it up on the menu.

Ms. Berger also reported the television spots as previously discussed would begin airing in April on the local Channel 9 with the station's weatherman, Steve Raleigh, doing occasional spots entitled, "Did You Know", giving interesting storm water related facts during his broadcast.

DFT/SWD Communications: Walt Daniels reported he had not had any further communications with the Township Trustees other than the work session which the Board attended in January. Mr. Daniels added, the Township Trustees were copied on the letters and comments concerning the NPDES Phase II General Permit but, had not heard any feedback to date.

NEW BUSINESS

Engagement Letter of Balestra, Harr, & Scherer, CPA's: The District's accounting firm, Balestra, Harr, & Scherer, CPA's recently sent their Letter of Engagement authorizing the firm to compile the District's annual financial reports.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Tim Grieve to authorize Balestra, Harr, & Scherer, CPA's to compile the annual financial reports for the Deerfield Regional Storm Water District and to endorse the Letter of Engagement giving the Board's approval of completing same by said accountants. Vote: All Yes.

Storm Water Utility Fee Refunds Policy: By agreement of the Board, this agenda item shall be carried forward to the next regular Board meeting for further discussion.

Ms. Berger did mention that a refund was due to Sterling Lakes Apartments, but no official written request from them had been received by the District to date. Ms. Berger added, in any future situations where a refund might be considered, Warren County needs to be advised to refer customers directly to the District, and the matter shall be investigated by the District as a first step in determining the feasibility of a refund. Ms. Berger also shared a form she had created to make available to be completed and submitted to the District by anyone who feels a refund might be warranted. She said she would make it available on the District's web site for public access.

Walt Daniels suggested looking into a program so the various forms such as refunds, request for assistance, etc., could be completed and submitted online. Ms. Berger informed Mr. Daniels there were programs such as Acrobat which had these capabilities but were quite expensive to own. Mr. Daniels asked if Ms. Berger would investigate and advise of the costs at a later date.

Simpson's Creek Clean-up: Ms. Berger reported she had spoken to Marsha Rolph, Urban Stream Specialist, WCSWCD, who informed her of a conversation she had with Joel Smiddy, Director of Parks and Recreation, Deerfield Township, who mentioned the Deerfield Township clean-up project on April 26th and 27th. They discussed the possibility of having the Simpson's Creek clean-up on the same weekend. The Township is planning on having dumpsters situated throughout the area to dispose of non-hazardous waste which could also be utilized to dispose of debris collected from the creek.

It was agreed to concentrate the clean up efforts for the creek on Sunday, April 27th and to possibly secure the Snyder House as a base or starting point for the creek clean-up. The Board agreed if this joint effort works out, a different creek could be targeted for clean-up efforts each year.

- **Action Taken/Required:** Susan Berger made a Motion, seconded by Tim Grieve to partner with Warren County Soil and Water Conservation District and Deerfield Township to conduct a clean-up project on Simpson's Creek on Sunday, April 27th, 2008, and in conjunction with the "Clean Deerfield" project scheduled for April 26th and 27th. Vote: All Yes.

COMMENT FROM BOARD MEMBERS Tim Grieve informed the Board of his recent attendance at the Deerfield Township Comprehensive Plan Committee meeting. He reported there were approximately 20 to 30 attendees and the main goal of the meetings at this time, are to gather information and input to be utilized in creating this plan. Mr.

Grieve said the hot topic appeared to be traffic and related issues with some mention of environmental and ecological concerns as well.

RESOLUTIONS Eric Luckage presented the following previously adopted resolutions: Resolution No. 2008-01, Provide for current expenses and other expenditures of the board during the fiscal year January 1, 2008 and ending December 31, 2008; Resolution No. 2008-02, Payment of Invoices; Resolution No. 2008-03, Approving CDM Task Order No. 11, Illicit Discharge Investigations; Resolution No. 2008-04, Approving CDM Task Order No. 12, Storm Water Modeling/System Evaluation; Resolution No. 2008-05, Authorizing the mailing of Delinquent Account Notification Letters; Resolution No. 2009-06, Mailing of the Delinquent Account Notification Letters as approved in Resolution 2007-05; Resolution No. 2008-07, Approving CDM Task Order No. 13, General District Support Services; Resolution No. 2008-8, Approving CDM Task Order No. 14, 2008 Private Drainage Problem Investigation Support; Resolution No 2008-09, Authorizing Camp, Dresser & McKee, Inc. to investigate the Greenfield Place Subdivision; Resolution No. 2008-10, Authorizing a pay raise of \$1.50 per hour to District's Administrative Assistant; Resolution No. 2008-11, Amending fiscal year 2008 Appropriations previously approved by Resolution No 2008-01 on 1/8/2008, Increasing Unencumbered Cash Balance of 1/1/08 from \$355,512. to \$355,530. and increasing Projected Unencumbered Cash Balance of 12/31/08 from \$55,512. to \$55,530.

MOTION FOR ADJOURNMENT

Susan Berger made a Motion, seconded by Tim Grieve, to Adjourn at 8:10 P.M. Vote: All Yes.

Next Regular Meeting: March 11, 2008

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