

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

March 2, 2010

**CALL TO ORDER**

Vice President Tim Greive called the meeting to order at 6:35 P.M. He then welcomed William Lantry to the District Board as a newly appointed member.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ATTENDANCE**

**Those present at the meeting were:**

Board Members:	Tim Greive, Benjamin Yoder, William Lantry
Attorney:	Eric Luckage, Esq., Albers & Albers
Consultant:	Andrew Bohlen, CDM
Administrative Assistant:	Cathy Herrick
Public Members:	Michael Quinn, Murry Feldstein

**APPROVAL OF MINUTES**

The Regular Board Meeting Minutes of February 2, 2010, were presented for approval.

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to accept and approve the Regular Board Meeting Minutes of February 2, 2010, as presented. *Vote: Greive: Yes; Yoder: Yes; Lantry: Abstained.*

**REPORTS OF BOARD, AND COMMITTEES**

**Treasurer's Report:** Mr. Yoder reported the District's cash beginning balance as of February 1, 2010 was \$553,243.91. Cash receipts for the month were \$15,453.44 which consisted of \$15,453.44 in storm water fees and interest earnings of \$99.07. Cash disbursements totaling \$58,837.90 were reported and the ending cash balance as of February 28, 2010, was \$509,859.45.

Mr. Yoder then presented the expenses for February 2010, as follows:

***Payment of the Expenses:***

- CDM, T.O. #20, Inv. No. 80337974/12, \$8,508.38;
- CDM, T.O. # 22, Inv. No. 80337980/1, \$6,880.00;
- Albers & Albers, Inv. #11352, \$4,384.50;
- Warren County Water & Sewer, Inv. No. 10-016, \$2008.50;
- Minuteman Press, Inv.84939, (Phase II), \$11.70;
- Cincinnati Bell, monthly voicemail, (Feb.& Mar.) \$67.92;
- Hartsock's Awards, Inv. No.10021020, \$55.00;
- Cathy Herrick, Wages 2/2-3/2, 2010, \$703.00;
- Cathy Herrick, Expense reimbursement, \$78.00;
- Treasurer, State of Ohio, Cust. No. 37A56, \$293.76.

- **Action Taken/Required:** Tim Grieve motioned, seconded by Bill Lantry to accept and pay the invoices for February, 2010, as presented. *Vote: All Yes.*

The Basic Financial Statement was presented as prepared by Balestra, Harr & Scherer, LLC, CPA's for the years 2008-2009 and for approval of the Board.

- **Action Taken/Required:** Ben Yoder motioned, seconded by Tim Greive to accept the 2008-2009 Basic Financial Statement as presented. *Vote: All Yes.*

**SPECIAL ORDERS**

**Election of Officers:** Due to the previous term of officers of the District Board ending and the newly appointed Board member, William Lantry, the Board found it necessary to conduct an election of officers and resulted in the following motion:

- **Action Taken/Required:** Tim Greive motioned, seconded by Ben Yoder to elect Tim Greive, President, William Lantry, Vice-President and Ben Yoder, Secretary/Treasurer and Trustees of the Deerfield Regional Storm Water District for the term commencing February 17, 2010, and continuing through February 16, 2011. *Vote: All Yes.*

**Approval and Adoption of 2010 Annual Budget:**

As the District had approved a 2010 Temporary Annual Budget in January, 2010, and was operating on same, the 2010 Final Annual Budget and appropriations were now prepared and ready for consideration and approval of the Board.

- **Action Taken/Required:** Tim Greive motioned, seconded by Bill Lantry to approve and accept the 2010 Final Annual Budget and Appropriation Resolution as presented. *Vote: All Yes.*

**COMMENTS FROM GENERAL PUBLIC** - Mike Quinn, 8464 Pond Ridge Drive, and Murry Feldstein, 8947 Creek Wood Lane, representing the Landen CSA, addressed the Board at this time with their concerns regarding assistance in maintaining the Landen Lake and as previously presented to the District Board at the October 6, 2009 Regular Board Meeting. Mr. Quinn inquired as to status as to whether the District had made a decision to commit to providing assistance in specific areas of need in maintaining the Lake. He again mentioned the specific areas the CSA had requested assistance and being: (1) a stream monitoring program identifying the amount of sediment being received from Simpson's Creek, (2) identification of critical areas of erosion, (3) a stream restoration plan, and (4) where to place sediment traps to slow down erosion from the creek. Mr. Quinn further stated the CSA had filled out and returned a Request for Assistance as required and he had spoken with Andrew Bohlen on November 3, 2009, and was again requesting a decision or a time frame as to when the District would make a decision as to whether assistance would be made available.

The Board informed Mr. Quinn and Mr. Feldstein of the District's activity in preparing and approving the Master Plan and budgeting for various projects which the District would consider for 2010 and due to the addition of a new board member, needed further discussion prior completing the final Plan. CDM Task Order No. 21 was been created to encompass the costs and scope of the work necessary to do the Simpson's Creek Watershed Study but has not yet been finalized and approved by the Board. The Board suggested sharing a copy of the Master Plan with the CSA, which was given to Mr. Quinn at the meeting and Andrew Bohlen advised he would email a copy of the Task Order No. 21 to Mr. Quinn as well.

### **UNFINISHED BUSINESS AND GENERAL ORDERS**

#### **CDM Update:**

**Task Order No. 12 – Storm Water Modeling and System Evaluation** – A copy of the finalized Master Plan and Attachment "A" have been sent to Chuck Petty, Warren County Assistant Engineer, per the Board's request. It was also reported the final invoice for Task Order No. 12 would be submitted for payment in April and would conclude utilization of this task order.

**Task Order No. 20 – 2009 NPDES Phase II Compliance Services** – CDM met and discussed the Best Management Practices (BMP) format with Tim Greive and found that several items could be grouped together making the plan more efficient. These changes were added to the District's Storm Water Management Plan and will be reported in the Township's 2009 Annual Report which will be submitted to the Ohio EPA when

finalized and approved by the Board. Mr. Bohlen advised the 2009 Annual Report needed to be submitted to the Ohio EPA by no later than April 1, 2010. The Board agreed to review and finalize the 2009 Annual Report prior to that deadline.

**Task Order No. 22 – 2010 General District Support Services** –CDM was scheduled to meet with Dan Corey, Deerfield Township Trustee, to review a presentation to be made at the Ohio Storm Water management and Drainage Conference. The presentation is entitled, “SWMM Modeling & How a Township is using it to Prioritize Projects in a Regional (ORC 6119) Storm Water District”.

A data CD containing CDM’s invoices from 2008 and 2009 was sent to Paul Rennick, CPA, to assist Mr. Rennick in his efforts to electronically file the District’s accounting records. CDM also discussed budgeting information with Mr. Rennick.

**Billing Assistance** -.Per direction of the Board, CDM prepared a letter to Great American Insurance to accompany a refund check to them for overpayment of storm water utility fees in 2009 and due to previously unknown annexation issue.

CDM also prepared letters to seven (7) residential customers advising that their properties had previously been overlooked and were now being added to the storm water only billing database and explaining the reason and purpose of the utility fee.

**Task Order No. 23 – 2010 Private Drainage Problems Investigation Support** – A copy of the field investigation report summary for 6565 Claiborne Court was forwarded to Chuck Petty at the Warren County Engineer’s Office for their reference.

Cost estimates were also prepared for possible solutions to the problem identified within the field investigation report summary for 2823 Ashwood Drive.

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

**DFT/SWD Communications** – None noted

**NEW BUSINESS**

**Public Notification of DRSWD Board Meeting Date** – Eric Luckage again spoke of the importance of the District making an effort to continually notify public members of the regular board meetings time, date and place. He provided the signed resolution as endorsed by the Board to accompany the meeting notice and asked that Cathy Herrick inquire at the two post offices in Deerfield Township as to the possibility of posting same at the post offices for public notification.

**COMMENT FROM BOARD MEMBERS** Mr. Lantry advised the Board of a new email address where he could be contacted with District information.

**RESOLUTIONS** Eric Luckage presented the following previously adopted resolutions: Resolution No. 2010-06, Approving and accepting payment of the January 2010, invoices as presented; Resolution No. 2010-07, Approving District's Engineer, CDM to distribute a finalized copy of the "Deerfield Regional Storm Water District Storm Water Master Plan" with changes to the Warren County Engineer's Office; Resolution No. 2010-08, Authorizing a refund to Great American Insurance in the sum of \$1,964.85 for storm water utility fees erroneously billed due to unknown annexation by the City of Mason of property owned by Great American Insurance and located at Wilson Avenue, Kings Mills, Ohio and 5440 Kings Island Drive, Kings Mills, Ohio; Resolution No. 2010-09, Approving submission of a credit card application to the District's depository, Fifth Third Bank for the purpose of securing a District credit card for certain limited uses; Resolution No. 2010-10, Adopting the District's Credit Card Policy; Resolution No. 2010-11, Adopting and amending Resolution No. 2007-48, Adopting and approving the revised method of notifying the public of the date, time place and purpose of all District Board Meetings.

**MOTION FOR ADJOURNMENT**

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

**Next Regular Meeting: April 6, 2010**

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

Attest:

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Benjamin Yoder, Secretary/Treasurer