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Southwest Regional Water District  
917<sup>th</sup> Meeting Minutes

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The 917<sup>th</sup> meeting of the Board of Trustees of the Southwest Regional Water District was held on July 21, 2020, beginning at 7:00 p.m. and called to order by Robert L. Copeland, Jr., President.

This meeting was held as a virtual meeting with the following advertisement:

Public Notice for Hamilton and Middletown Journals

The Board of Trustees of Southwest Regional Water District will conduct its regularly scheduled meeting on Tuesday, July 21, 2020 at 7:00 p.m. This will be a virtual meeting. The public may view the meeting by accessing the following link: <https://tinyurl.com/SWRWD-July-Board-Meeting>.

Public comments will not be received during the meeting. To provide a written comment in advance of the meeting, please email [vances@swwater.org](mailto:vances@swwater.org), or access the District's website at [www.swwater.org](http://www.swwater.org) and click on the Contact Us button at the bottom of the page. Please provide your name and address with your comment.

Trustees in remote attendance were Rob Brehm, Robert L. Copeland, Jr., Chad Chenoweth, Doug Drake, Michael Egbert, Nicholas Gronas, Leonard Gaston, Randy Rolke and Robert Schmidt.

Also, in remote attendance were Sue Vance, General Manager; Phil Sackenheim, Deputy General Manager; Kenny Hoffman, Business and Finance Manager; Sherry Geurin, HR Coordinator; Roger Gates, Board Counsel; Jason Francis, Engineering Manager and Tom Puckett, Design Engineer.

The revised 916<sup>th</sup> Board Meeting minutes were approved by unanimous consent.

Brennan Excavating submitted Change Order #1 in the amount of \$5,179.73 deduct to close out job #18303, SR 128 Water Main Replacement from 2221-2315 Hamilton Cleves Road. Nicholas Gronas moved to approve the change order. Rob Brehm seconded. All yeas.

June Financial Statements were discussed with the Board. Doug Drake moved to accept the statements as presented. Leonard Gaston seconded. All yeas.

Michael Egbert moved to approve dedicating, and naming, the new Conference Room “James “Ted” Kerby Conference Room” and purchasing a placard to hang over the doorway at a cost of \$340.00. Randy Rolke seconded. All yea.

Randy Rolke moved to ratify the increased expense associated with the purchase of three vehicles, which was approved on June 23, 2020. The revised cost of the vehicles, based on State Procurement Pricing, is \$85,246. Nicholas Gronas seconded. All yea.

The Board considered a new Hydrant Meter rental policy and rate structure at the April 28, 2020 meeting. The policy as presented at that meeting has been updated based on discussion at that Board meeting as well as questions that have come about when implementing the new policy. Those changes are as follows:

- Section I of the agreement added Deposit amount options and adds a \$75 set up fee. The set-up fee is an existing fee, but it was not listed on the application; rather it was only listed on the Miscellaneous Fee Schedule;
- The first bullet point of Rules and Regulations added language of additional charges for usage over 100,000 gals/month. This is new language that was not previously contemplated;
- The second bullet point of Rules and Regulations eliminates language requiring the District to supply hydrant wrenches;
- The third bullet point of Rules and Regulations is new, adding an air gap requirement;
- The seventh bullet point clarifies the \$400 minimum charge per hydrant rental; and,
- An updated Miscellaneous Fee Schedule reflecting Hydrant Meter Rental Fees is attached for Board approval.

Michael Egbert moved to approve the revised Hydrant Meter Policy and updated Miscellaneous Fee Schedule reflecting the revised rates. Doug Drake seconded. All yea.

Doug Drake moved to approve the Temporary Penalty Exemption Standard Operating Procedure and authorize staff to place all customers who do not meet one of the three exemptions outlined in the SOP (customers with a known leak, for a maximum of 2 billing cycles during which a leak adjustment is being calculated; customers disputing a bill, for a maximum of 2 billing cycles during research of the disputed issue; and, customers with an approved payment arrangement, for the duration of the payment arrangement) into active penalty status effective. Randy Rolke seconded. All yea.

Doug Drake moved to authorize the General Manager to approve an auxiliary connection for Wholesale Tire, 4954 Alert-New London Road, upon receipt and approval of the applications and forms and payment of fees required by Regulation 2008-001, and proof of the issuance of a building permit based upon the District’s information concerning water pressure and flow rates in that location. The District reserves the right to approve any device or process designed to

supplement flow or pressure as may be required as a condition of the building permit. Michael Egbert seconded. All yea.

Nicholas Gronas moved to authorize the General Manager to approve an auxiliary connection for White Oak Church at 1500 Ross-Millville Road, upon proof of the issuance of a building permit based on the District's information concerning water pressure and flow rates available at this location, a Butler County Board of Health Permit Number, and payment of Standard Service Connection Fees. The District reserves the right to approve any device or process designed to supplement flow or pressure as may be required as a condition of the building permit. Randy Rolke seconded. All yea.

The Dickey and Keister elevated tanks were inspected during 2019. Both tanks need to be painted on the exterior and interior along with various repairs and upgrades. The estimated material, labor and equipment cost to do both tanks is \$550,000.00. Leonard Gaston moved to authorize and approve Rehabilitation of Dickey and Keister Elevated Storage Tanks project for bidding. Michael Egbert seconded. All yea.

Michael Egbert moved to authorize the General Manager to accept the "Smith Road Water Main Extension for Brian Holbrock" into the District's system, contingent on Developer's acceptance of the Memorandum of Understanding regarding the District's water main extension reimbursement policy. Doug Drake seconded. All yea.

Resolution #1523-2020 was submitted for approval. The resolution provides for Authorization of OPWC Agreement, Authorization of Receipt and Repayment of OPWC Loan, and Declaration of Intent to Reimburse District Funds with Proceeds from OPWC Middletown-Eaton Road Water Main Replacement. OPWC Action Items are as follows:

- Accept financial assistance from the Ohio Public Works Commission in the amount of \$401,065 in grant, and \$417,435 in zero-interest loan, authorize the General Manager to execute the Project Agreement;
- Authorize the General Manager, the Finance Manager and the Project Manager as identified in the OPWC Agreement to execute OPWC reimbursement applications;
- Agree to receive and repay the OPWC Loan and authorize the Finance Manager to execute the Project Promissory Note; and,
- Approve Resolution #1523-2020 to Declare the District's Official Intent to Reimburse its General Fund with Proceeds of Tax-Exempt Debt of the State of Ohio.

Doug Drake moved to approve Resolution 1523-2020. Randy Rolke seconded. All yea.

District staff recommends the solicitation of bids via public advertisement for the construction of "Middletown-Eaton Road Water Main Replacement," with a bid opening date of August 18, 2020. Randy Rolke moved to authorize District staff to advertise for construction bids for "Middletown-Eaton Road Water Main Replacement." Michael Egbert seconded. All yea.

Michael Egbert moved to adjourn the public meeting. Leonard Gaston seconded.

Meeting adjourned at 8:54 p.m.

Respectfully submitted,

Chad Chenoweth, Secretary  
Board of Trustees

## Miscellaneous Fee Schedule

*Revised 7/2020*

Disconnection Charges	\$ 50.00
After-Hours Reconnection Charge	\$ 150.00
Reinstated Services	\$ 175.00
Return Check or ACH Fee	\$ 25.00
Tenant Deposits	\$ 115.00
Tenant Deposits, College Corner	\$ 240.00
Tenant Deposits, Butler County	\$ 175.00
Inspection Fees	\$ 45.00 / Hour
Leak Protection	\$ 145.00
Application Fee	\$ 25.00
Penalty (Late Payment)	10%
Hydrant Meter Setup	\$ 75.00
<b>Hydrant Meter Deposit</b>	<b>\$1,600.00 Refundable Upon Return of Meter</b>
<b>Bulk Water Purchase (Hydrant)</b>	<b>\$400.00 / Month for usage up to \$100,000 gallons per month</b>
<b>Seasonal Service Rate (Hydrant)</b>	<b>\$ 7.75 / 1,000 Gallons (Applied After Bulk Water Purchase Exceeds 100,000 gal/month)</b>
Invoice Administrative Fee	10%
Plan Fee	\$ 20.00
Tampering Charge	\$ 50.00
Auxiliary Service Connection Annual Fee	\$ 100.00
Backflow Annual Administration Fee	\$ 25.00
Backflow Late Testing Fee	\$ 35.00
Meter Testing Fee ( 5/8 x 3/4 )	\$ 60.00