



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@co.warren.oh.us*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

**GENERAL SESSION AGENDA**

*February 27, 2024*

- #1 *Clerk—General*
- #2 9:00 *Public Hearing—Continuation to Consider Increase to the Water/Sewer Rates, Fees, and Charges for 2024, 2025, and 2026*
- #3 9:30 *Work Session—Chris Brausch, Sanitary Engineer, to Discuss Water Main Replacement Project Along State Route 48 in Maineville*

**The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)**

APPROVING REQUISITIONS AND AUTHORIZING COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, County Administrator, to sign on behalf of this Board of County Commissioners.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of    2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:

Commissioners' file

## REQUISITIONS

Department	Vendor Name	Description	Amount	
ENG	FORD DEVELOPMENT CORPORATION	ENG.ROACHESTER-COZADDALE RD BR	\$ 478,171.90	*bid project
WAT	BELTING COMPANY OF CINCINNATI	WAT VARIABLE FREQUENCY DRIVE F	\$ 64,125.00	*capital purchase
WAT	LAKE ERIE ELECTRIC INC	WAT EMERGENCY INSTALLATION OF	\$ 5,304.00	*capital purchase
WAT	LAKE ERIE ELECTRIC INC	SEW EMERGENCY INSTALLATION OF	\$ 1,496.00	*capital purchase
ENG	CITY OF LEBANON	ENG. CVT-386 CITY OF LEBANON C	\$ 101,118.57	*resolution in packet
TEL	MARKETING SALES SOLUTIONS INC	TEL BCS BRIGHTMETRICS REPORTIN	\$ 4,378.00	*contract in packet
CLK	QUADIENT LEASING USA INC	CLK MAILING SYSTEM	\$ 21,160.96	*contract in packet
FAC	RIVER ROCK VENTURES INC	FAC PRECONSTRUCTION FEES	\$ 470,064.00	*RFP

2/27/2024 APPROVED:

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Martin Russell, County Administrator

CONSENT AGENDA\*

February 27, 2024

PERSONNEL

1. Hire Charles Stokes as Protective Services Caseworker II and Taylor Munn as Protective Services Caseworker I within Children Services
2. Approve end of probationary period and pay increase for Kaylee Carman and Kaylie French in Children Services and Jena Short in OhioMeansJobs
3. Approve promotion of Jennifer Guthrie to Water Sewer Utility Clerk II within the Water & Sewer Dept.

GENERAL

4. Enter into contract with Ford Development Corp for the Roachester-Cozaddale Road Bridge Rehabilitation Project
5. Approve County Motor Vehicle Tax (CVT 386) for the City of Lebanon
6. Approve emergency installation of Water & Sewer service aggregation routers
7. Approve emergency electric breaker repair at the Simpson Creek Lift Station
8. Enter into contract with HGC Construction for design build service relative to the New Warren County Court Project
9. Enter into rental agreement with Quadient, Inc. on behalf of the Clerk of Courts
10. Enter into a professional services contract with The Kleingers Group, Inc for engineering roadway design services for the Kings Island Drive Extension Project on behalf of the Engineer's Office
11. Accept quote from Business Communication Specialists on behalf of Telecom
12. Authorize President of the Board to sign Task Completion Report for Central Square Technologies on behalf of Telecom
13. Authorize submittal of nomination form to participate in Water Supply Revolving Loan Program for 2025 relative to the RAR Ion Exchange Upgrades
14. Certify delinquent Water/Sewer accounts on behalf of the Water/Sewer Dept.
15. Acknowledge payment of bills
16. Approve final plats

FINANCIAL

17. Create fund 4462, County Road No. 182 Bridge Rehabilitation and accept an amended certificate, approve a cash advance and supplemental appropriation for 4462
18. Approve cash advance from Motor Vehicle fund 2202 into Stephens Road Bridge fund 4452
19. Approve operational transfer for interest earnings from Commissioners 11011112 into Water/Sewer
20. Approve appropriation adjustments from Commissioners 11011110 into Sheriff's 11012210 for payouts
21. Approve appropriation adjustments within Emergency Services and Children Services

*\*Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING, CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Brandy Cooper DEPARTMENT: Emergency Services

\*POSITION: Training Supervisor DATE: 2/6/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION  ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

Navigator convention is a great investment of rededucational opportunities related to Emergency Medical and Fire Dispatch operations, new disapctcher trianing, and ACE accreditation.

LOCATION:

Gaylord National Harbor 201 Waterfront St Oxon Hill, MD 20745

DATE(S): April 14-18, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Gaylord National Harbor

ESTIMATED COST OF TRIP: \$3900 per person

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Melina Bay, Director 2-22-2024  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

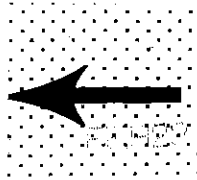
Commissioner Date

Commissioner Date

Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Jonathan Bright, Supervisor/ Jesse Madden, Operations Manager/ Samantha Hall, Training Coordinator





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\*NAME OF ATTENDEE: Chris Peters DEPARTMENT: WCSO

\*POSITION: Lieutenant DATE: 2/21/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:  
Attend training related to his job duties.

LOCATION:  
Jacksonville, FL

DATE(S): 4/8/24-4/12/24

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Unknown at this time

ESTIMATED COST OF TRIP: \$3000

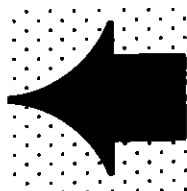
I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature]      02/22/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date  
\_\_\_\_\_  
Commissioner      Date  
\_\_\_\_\_  
Commissioner      Date



\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_

RECEIVED 02/24/2024

RECEIVED 02/24/2024



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Kelly McKay DEPARTMENT: WCSO

\*POSITION: Deputy DATE: 2/15/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
Attend training related to job duties

LOCATION:  
Sandusky, OH

DATE(S): June 5-7, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: Kalahari

ESTIMATED COST OF TRIP: \$3400

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

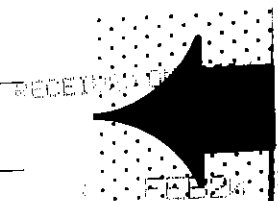
[Signature]      02/20/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date  
\_\_\_\_\_  
Commissioner      Date  
\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Deputies Barnes, Downs, Barker, Halsey, and Sheppard





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING, CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Arlene Byrd DEPARTMENT: Human Services

\*POSITION: Director DATE: 3/15/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
General session

LOCATION:  
Nationwide Hotel and Conference Center 100 Green Meadows Dr. Lewis Center, OH

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: \_\_\_\_\_

ESTIMATED COST OF TRIP: 125.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Arlene Byrd, Director 2/23/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

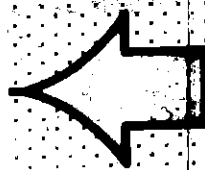
\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

James Ryan

RECEIVED

2024 FEB 23 AM 7:59

WAYNE COUNTY COMMISSIONERS





# Resolution

Number 24-0184

Adopted Date January 30, 2024

CONTINUING PUBLIC HEARING TO CONSIDER MODIFICATIONS TO THE RULES AND REGULATIONS OF THE WATER AND SEWER DEPARTMENT RELATIVE TO INCREASES TO WATER AND SEWER RATES, FEES, AND CHARGES

BE IT RESOLVED, to continue the public hearing to consider modifications to the Rules and Regulations of the Water and Sewer Department relative to increases to the water and sewer rates, fees and charges; said public hearing to be continued to Tuesday, February 27, 2024, at 9:00 a.m.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – absent  
Mr. Young – yea  
Mrs. Jones – yea

Resolution adopted this 30<sup>th</sup> day of January 2024.

BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Krystal Powell, Clerk

/cgb

cc: Water/Sewer (file)  
Public Hearing file



# Warren County Water & Sewer Department

Work Session February 27, 2024

## AGENDA

1. Rate Increase  
Public Hearing
2. SR48 Water Main  
Replacement

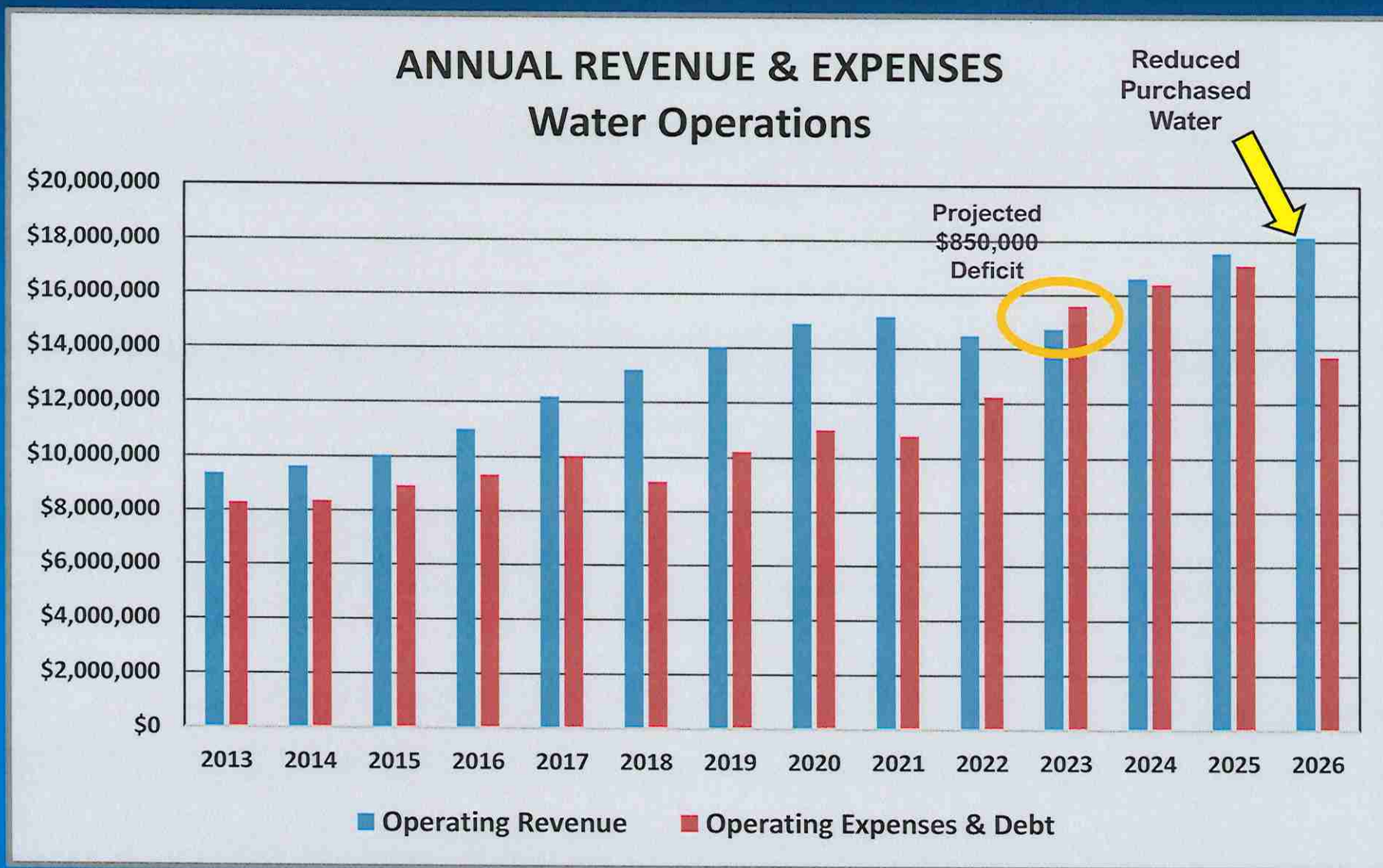


**Water & Sewer Department**

# Recommended User Rates From January 30, 2024 Hearing

	2024	2025	2026
<b>Water Base Fee</b>	\$5.00/bill	\$5.00/bill	\$5.00/bill
<b>Water User Rate (\$/1,000 gal)</b>	\$5.05	\$5.43	\$5.70
<b>Rate Increase</b>	7.5%	7.5%	5.0%
<b>Sewer Base Fee</b>	\$2.50/bill	\$2.50/bill	\$2.50/bill
<b>Sewer User Rate (\$/1,000 gal)</b>	\$5.00	\$5.25	\$5.40
<b>Rate Increase</b>	7.0%	5.0%	3.0%

# Proposed January 30, 2024 rates are the minimum necessary to bring us back to break even.



**Proposed January 30, 2024 rates are the minimum necessary to bring us back to break even.**

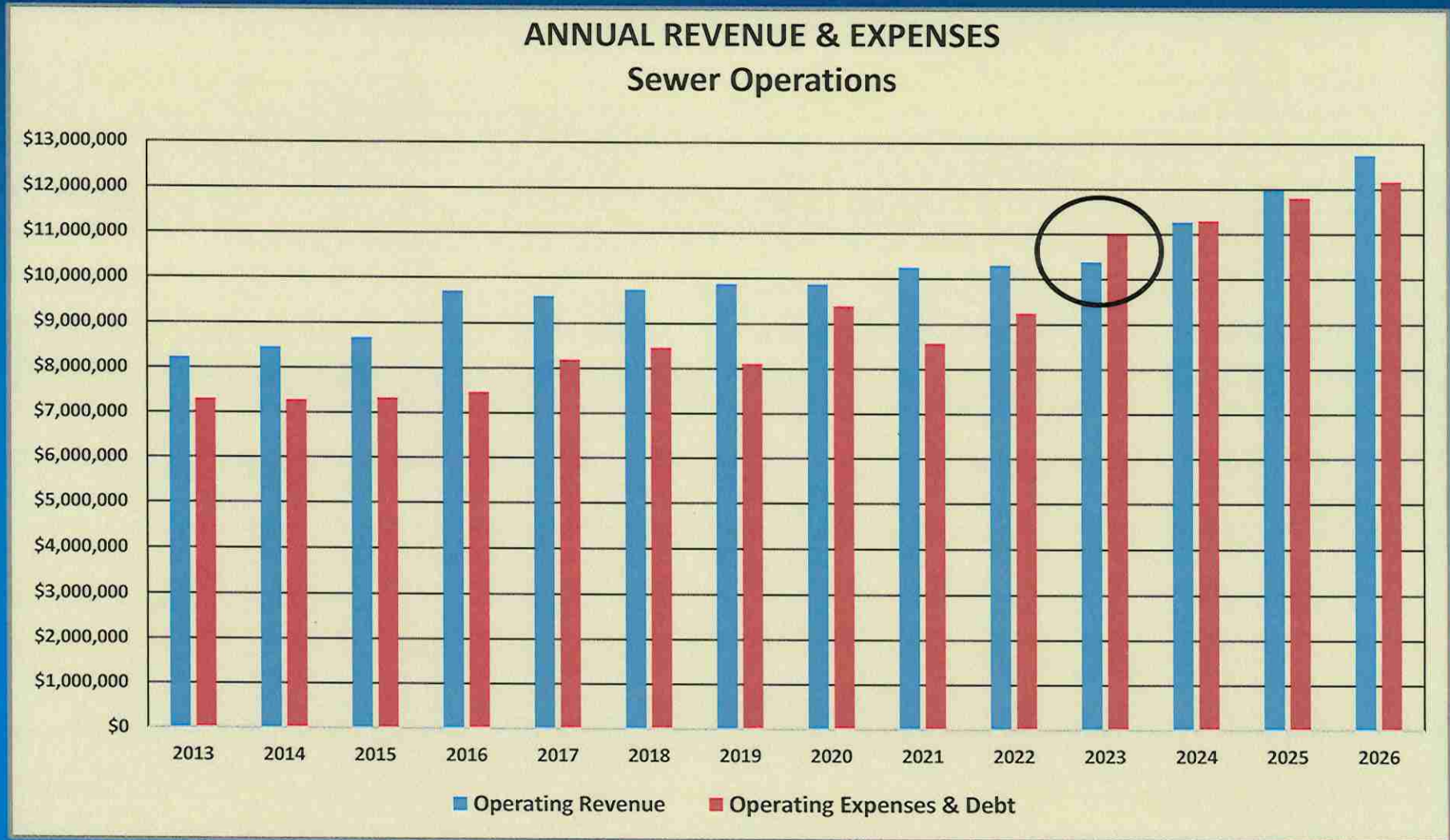
### ANNUAL REVENUE & EXPENSES Sewer Operations



# Alternative User Rates with larger sewer increases

	2024	2025	2026
<b>Water Base Fee</b>	\$5.00/bill	\$5.00/bill	\$5.00/bill
<b>Water Rate</b>	\$5.05	\$5.43	\$5.70
<b>Rate Increase</b>	7.5%	7.5%	5.0%
<b>Sewer Base Fee</b>	\$2.50/bill	\$2.50/bill	\$2.50/bill
<b>Sewer Rate</b>	\$5.00	\$5.35	\$5.72
<b>Rate Increase</b>	7.0%	7.0%	7.0%

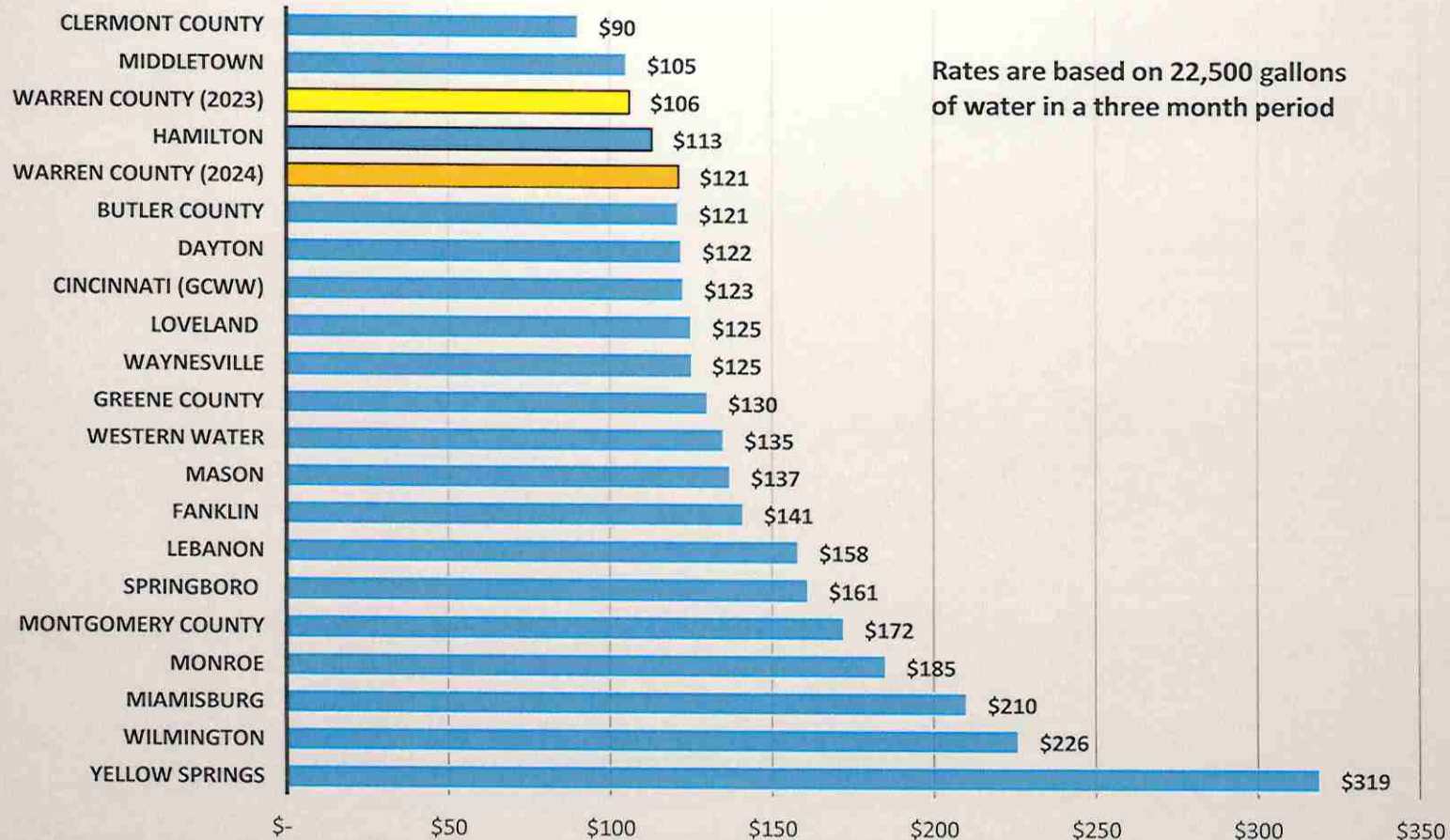
**Proposed rates are the minimum necessary to bring us back to break even.**



# Affordable Water Rates

Our focus on strong fiscal management, operating with a minimal staff, and building quality treatment plants has resulted in low rates for our customers.

## 2023 WATER RATE SURVEY

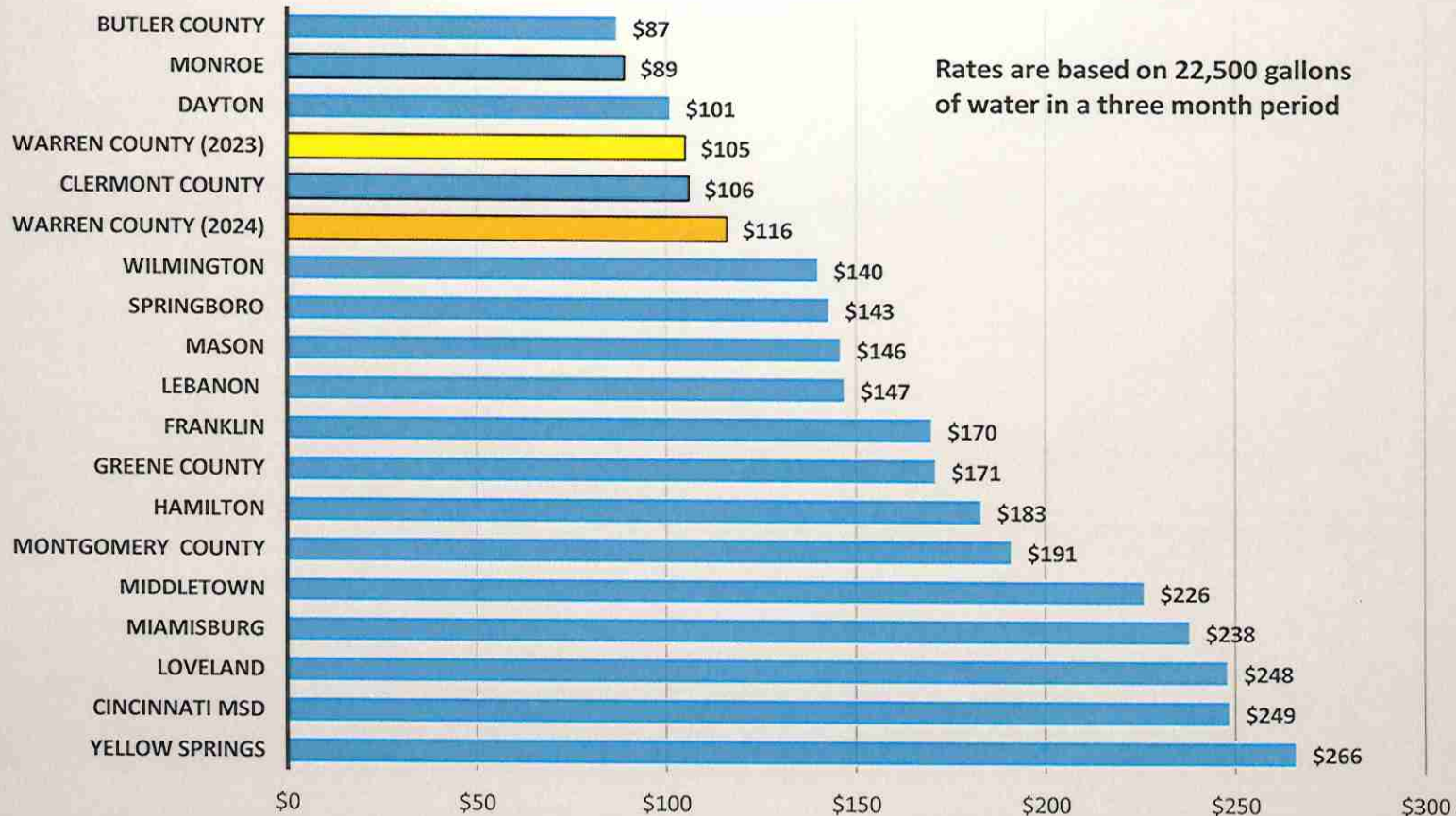




# Affordable Sewer Rates

Our focus on strong fiscal management, operating with a minimal staff, and building quality treatment plants has resulted in low rates for our customers.

## 2023 SEWER RATE SURVEY



# Monthly Bill Comparison to Other Nearby Entities

<b>Water &amp; Sewer Nearby Entities</b>	<b>Water and Sewer Monthly Charges at Volume of 6,000 gallons</b>	<b>Over (Under) Warren County Monthly Charges</b>	<b>% Over (Under) Warren County Monthly Charges</b>
<b>Warren County</b>	<b>\$64.05</b>		
Montgomery County	\$100.77	\$36.72	57%
City of Springboro	\$93.50	\$29.45	46%
Greene County	\$83.49	\$19.44	30%
South Lebanon	\$87.08	\$23.03	36%
City of Franklin	\$84.82	\$20.77	32%
City of Lebanon	\$79.67	\$15.62	24%
City of Mason	\$82.10	\$18.05	28%
*Butler County	\$60.23	-\$3.82	-6%

*\*For comparative purposes converted to an estimated monthly bill with an average volume of 6 kGal*

*\*\*Fixed/Base Fees are included in these calculations at a monthly conversion*

# Adjustment to water tap and sewer connection fees are needed due to construction cost increases.

EXISTING FEE/CHARGE	EXISTING	PROPOSED
Water Tap Fee (5/8" Meter)	\$4,000/ERU	\$5,000/ERU
Sewer Connection Fees	\$4,800/ERU	\$5,500/ERU
Meter Set Fee (5/8-inch)	\$200	\$350
Meter Set Fee (3/4-inch)	\$225	\$400
Meter Set Fee (1-inch)	\$275	\$480
Meter Set Fee (1.5-inch)	\$465	\$800
Meter Set Fee (2-inch)	\$600	\$1,100
Water Service Connection Fee (3/4" Line, 5/8" Meter)	\$850	\$1,200
Water Service Connection Fee (3/4" Line, 5/8" Meter)	\$950	\$1,500
Water Service Connection Fee (1" Line and Meter)	\$1,050	\$1,800
Water Service Connection Fee (1.5" Line and Meter)	\$1,200	\$2,100
Water Service Connection Fee (2" Line and Meter)	\$1,350	\$2,400
Sprinkler Meter Installation	\$450	\$550
Backhoe & Operator (per hour)	\$125	\$225
Vactor & Operator (per hour)	\$150	\$250
Inspection Fees	\$80	\$150

# QUESTIONS



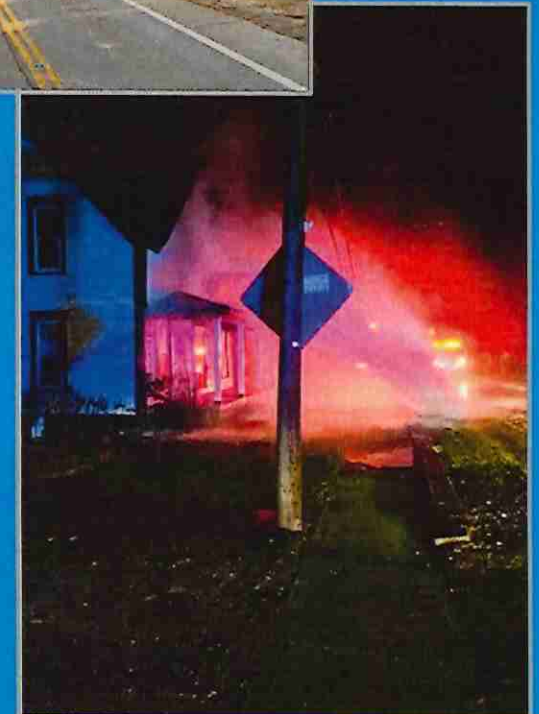
# State Route 48 Waterline Replacement

February 27, 2024



**Water & Sewer Department**

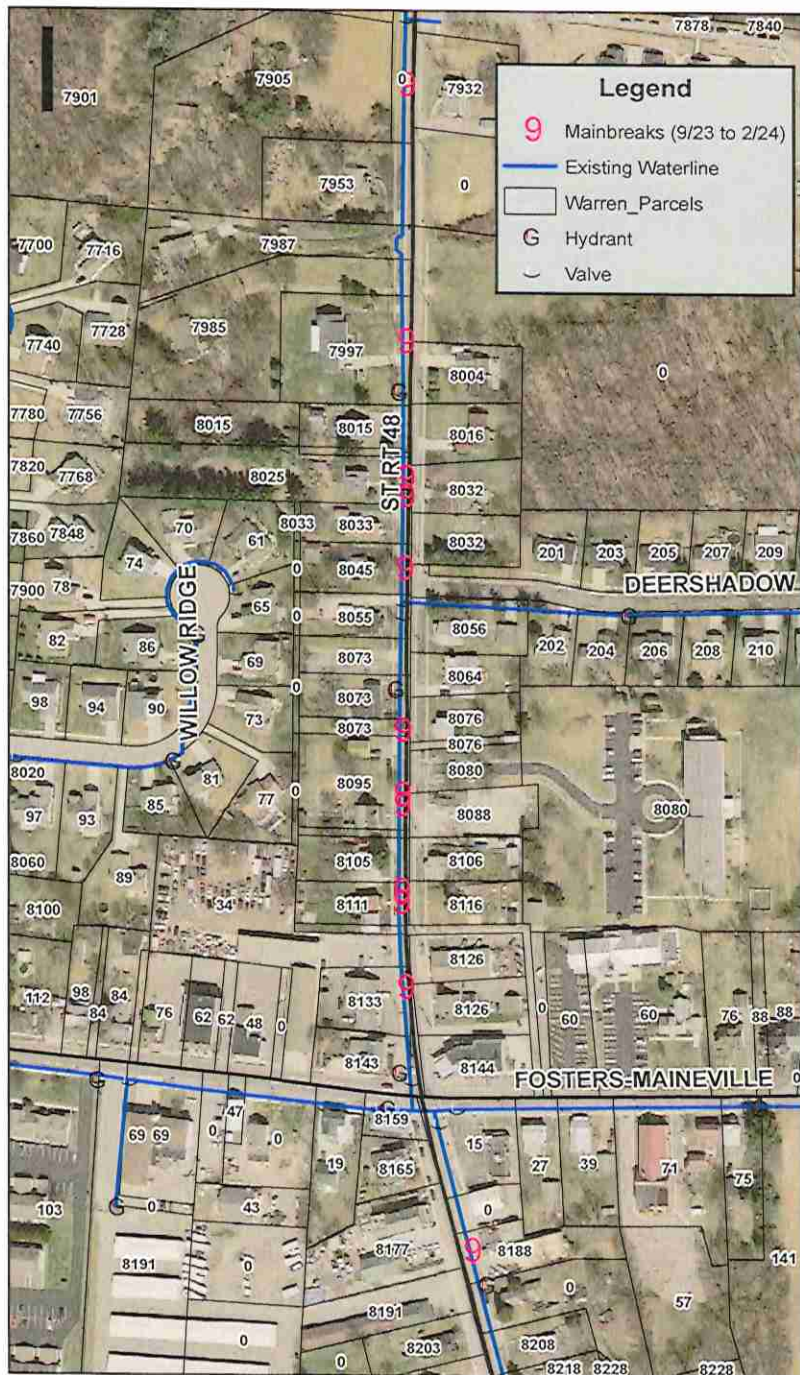
# State Route 48 at Maineville



# State Route 48 at Maineville

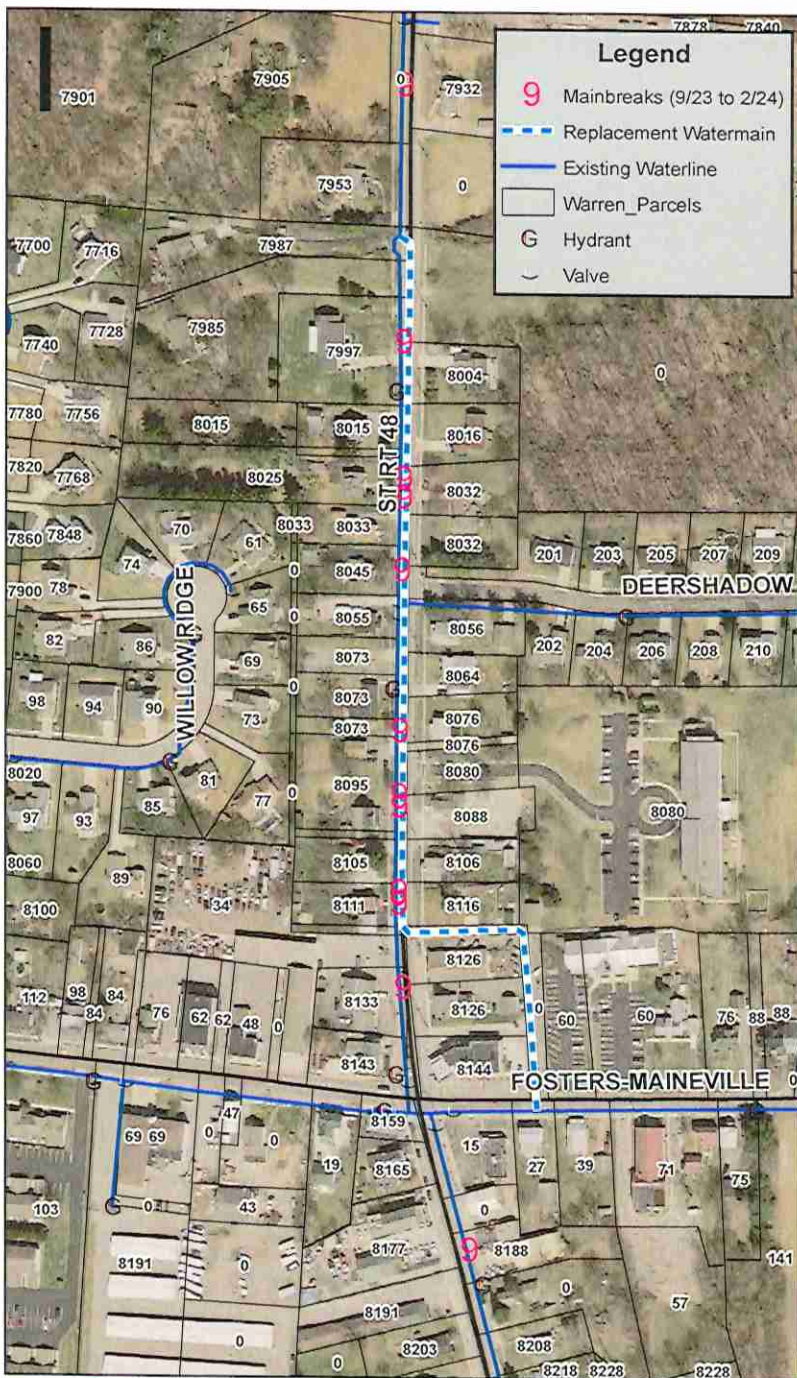
## Chronic Problem Area

- 12 Main breaks in past 6 months
- 1960s Cast Iron Pipe
- Narrow roadway corridor
- Structural damage to homes
- Detrimental impact to local businesses



0 75 150 300 Feet

State Route 48  
Village of Maineville



# State Route 48 at Maineville

## Water Main Replacement

- 1,000 feet of water line
- New water line will be in the road.
- Coordination with Maineville
- Expedite water line replacement
- Estimated Budget Cost: \$750,000

## Request

- Amend the Water Capital Improvement plan to include 1,000 feet of water main replacement
- Department is considering changes to our construction standards regarding piping materials.