



**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***

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

**MINUTES: Regular Session – October 17, 2023**

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsugPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the October 12, 2023, meeting.

Shannon Jones – present

Tom Grossmann – present

David G. Young – absent

Tina Osborne, Clerk – present

Minutes of the October 10, 2023, meeting were read and approved.

- 23-1348      A resolution was adopted to hire Mackenzie Henry as a Protective Service Caseworker I, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-1349      A resolution was adopted to authorize the posting of the “Building and Electrical Inspector I, position, within the Building and Zoning Department, in accordance with Warren County personnel policy manual, section 2.02(a). Vote: Unanimous
- 23-1350      A resolution was adopted to accept the resignation of Vicki Perry, part time Administrative Assistant, within the Warren County office of Grants Administration, effective December 14, 2023. Vote: Unanimous
- 23-1351      A resolution was adopted to approve a pay increase for Seth Whitlock within the Warren County Department of Emergency Services. Vote: Unanimous
- 23-1352      A resolution was adopted to approve pay increase for Jordan Williams within the Warren County Department of Emergency Services. Vote: Unanimous
- 23-1353      A resolution was adopted to approve the end of 365-day probation period and approve a pay increase for Sydney Smith within the Warren County Job and Family Services, Children Services Division. Vote: Unanimous

- 23-1354 A resolution was adopted to advertise for Bids for the Socialville Transmission Water Main – Contract 3 Project. Vote: Unanimous
- 23-1355 A resolution was adopted to erect stop signs on Hendrickson Road (CR80) at the Intersection of Union Road (CR33) so that said intersection functions as a four (4)-way stop intersection. Vote: Unanimous
- 23-1356 A resolution was adopted to accept change order no. 1 from Ford Development Corp. on behalf of Warren County Airport. Vote: Unanimous
- 23-1357 A resolution was adopted to approve an amendment to the software as a service agreement with Tyler Technologies Inc. for Utility Billing Software for the Water and Sewer Department. Vote: Unanimous
- 23-1358 A resolution was adopted to enter into a contract with Language Line Services, Inc. for interpretation & translation services contract on behalf of Warren County Emergency Services Vote: Unanimous
- 23-1359 A resolution was adopted to authorize the Warren County Sheriff to sign an agreement with LexisNexis VitalChek Network, Inc to provide credit and/or debit card payment solution services. Vote: Unanimous
- 23-1360 A resolution was adopted to declare various items from the Board of Developmental Disabilities, Engineer's Office, Solid Waste Management, Telecom, and Water & Sewer Department as surplus and authorize the disposal of said items through internet auction. Vote: Unanimous
- 23-1361 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 23-1362 A resolution was adopted to approve a street and appurtenances bond reduction for Shawhan Associates, LTD for completion of improvements for Shawhan Trails, Phase VII situated in Union Township. Vote: Unanimous
- 23-1363 A resolution was adopted to approve operational transfers of interest earnings from Commissioners Fund #1101112 into Water Funds #5510, #5583, Sewer Funds #5580, and #5575. Vote: Unanimous
- 23-1364 A resolution was adopted to approve supplemental appropriation into Coroner Fund #11012100. Vote: Unanimous
- 23-1365 A resolution was adopted to approve appropriation adjustment from Commissioners General Fund #11011110 into Common Pleas Court Fund #11011223. Vote: Unanimous
- 23-1366 A resolution was adopted to approve appropriation adjustments within Coroner's Fund #11012100. Vote: Unanimous

- 23-1367 A resolution was adopted to approve appropriation adjustment within the Building and Zoning Department Fund #11012300. Vote: Unanimous
- 23-1368 A resolution was adopted to approve appropriation adjustments with Common Pleas Probation Supervision 2227. Vote: Unanimous
- 23-1369 A resolution was adopted to approve appropriation adjustments within Prosecutor Fund 2245. Vote: Unanimous
- 23-1370 A resolution was adopted to approve appropriation adjustment within Grants Administration Fund #2265. Vote: Unanimous
- 23-1371 A resolution was adopted to approve appropriation adjustment within Workers Compensation Fund #6636. Vote: Unanimous
- 23-1372 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-1373 A resolution was adopted to appoint Susan Walther, Deputy County Administrator as the Executive Director of the Warren County Job and Family Services, effective October 16, 2023. Vote: Unanimous
- 23-1374 A resolution was adopted to continue public hearing relative to the adoption of text amendments to the Requirements and Standards for the Design and Construction of Streets and Roadway Facilities in Warren County. Vote: Unanimous
- 23-1375 A resolution was adopted to approve and authorize the written decision in Site Plan Case #101-2023 granting the applicant's request for a waiver of one development standard as modified, and approving the applicant's Site Plan Review application subject to conditions for Shaker Woods Subdivision in Turtlecreek Township. Vote: Unanimous

#### DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Barney Wright, Warren County Treasurer, was present along with James Spaeth, Warren County Clerk of Courts, for a meeting of the Investment Advisory Board.

Mr. Wright presented an update on finances and discussed the recommendation to change the pay structure for Meeder, our consultant, to a rate based on the portfolio versus a fixed rate. He explained that this change is the standard practice method.

Upon discussion, the Board stated their agreement to the change in pay structure for Meeder.

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Chris Brausch, Sanitary Engineer, was present along with Chris Wojnicz, Assistant Sanitary Engineer, and Michael Zeiher, Business Manager, for a work session to discuss rates and charges for 2024 – 2027.

Mr. Brausch presented the attached PowerPoint presentation reviewing the mission statement, past and current user rates, and recommended user rate increases. He reviewed Warren County's current and proposed rates as compared to surrounding jurisdictions. He then reviewed the projected income versus expenses, stating that a deficit exists and the need for increases.

There was discussion relative to the requested \$5 flat fee on the water side with a 7.5% rate increase and the requested \$3.50 flat fee on the sewer side with a 7.5% rate increase.

Commissioner Jones discussed the \$7.50 flat fee that was recently removed from the customer's bill due to the receipt of COVID dollars. She then questioned what the rate adjustment would need to be to break even, questioning if we need something beyond the current request for future capital improvement costs.

There was discussion relative to the need to schedule a public hearing to discuss the requests in order for any approved increase to become effective January 2024.

Upon discussion the Board stated they are not prepared to schedule a public hearing at this time and requested Mr. Brausch to meet with Commissioner Young to provide this information.

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PUBLIC HEARING CONTINUATION TO  
CONSIDER ADOPTION OF TEXT AMENDMENTS TO THE  
REQUIREMENTS AND STANDARDS FOR THE DESIGN AND CONSTRUCTION  
OF STREETS AND ROADWAY FACILITIES IN WARREN COUNTY

This Board met this 17<sup>th</sup> day of October 2023, for the continuation of the public hearing to consider the adoption of text amendments to the Requirements and Standards for the Design and Construction of Streets and Roadway Facilities in Warren County.

Dave Mick, Warren County Engineer's Office, stated that they have met with the Homebuilders Association and are in agreement but for two issues.

He discussed the acceptance of streets/bond release timing and stated that they are moving from an 80% occupancy of the subdivision to 67%. He stated that the developers would like the two-year maintenance to start right when the final course of asphalt is laid.

He then stated the developers desire to have a lower thickness standard of asphalt.

Jonathan Sams, Turtlecreek Township Trustee, was present along with Kenny Hickey, Turtlecreek Township Road and Bridge Supervisor, stating that they strongly disagree with the reduction of base material to 2”.

Matt Maines, Ohio Valley Development Council of the Cincinnati Homebuilders Association, stated that the County Engineer was not willing to compromise on the pavement, which will increase the cost of development and impede progress in Warren County. He stated their agreement with the base pavement and underdrains and requested the Board to consider a lesser thickness on asphalt in lower classification streets. He then stated their request for a compromise on the maintenance bond, stating that if higher standards are utilized when the roadways are constructed, they don't want to spend additional money for maintenance bonding.

Commissioner Jones stated her desire to look at what surrounding counties are doing relative to lot count/pavement thickness and bonding.

Upon further discussion, the Board resolved (Resolution #23-1374) to continue the public hearing to November 7, 2023, at 9:15 a.m.

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Steve Hunt, Attorney for W.O. Brisben Company, was present to request the Board to consider an additional extension of the reimbursement provisions that expired last week for the improvements to the pump station in Hamilton Township. He requested the Board consider an additional three-year extension in order to have a chance to collect the remaining \$75,000.

Chris Brausch, Sanitary Engineer, stated that the rules and regulations of the Water and Sewer Department stipulate that reimbursement provisions be in effect for ten years. He stated that if the Board grants the requested extension, he fears a precedent will be set, allowing other developers to make the same request. He stated that in the last 23 years, he is confident that the developer has had ten good years without any recession or covid to interfere with development. He then requested the Board to allow the reimbursement provisions to expire and not extend an additional three years.

Commissioner Grossmann stated his opinion that the county should not receive a windfall because the time has expired on a reimbursement.

Commissioner Jones stated her agreement with Commissioner Grossmann.

Upon discussion, the Board continued this discussion in order to give Mr. Brausch additional time to research the request.

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The Board recessed to deliberate in private on the site plan review application of Shaker Woods in Turtlecreek Township.

The Board reconvened the meeting and on motion, upon unanimous call of the roll, the Board resolved (Resolution #23-1375) to approve and authorize the written decision in site plan case #101-2023 granting the applicant's request for a waiver of one development standard as modified, and approving the applicant's site plan review application subject to conditions for Shaker Woods Subdivision in Turtlecreek Township.

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Upon motion the meeting was adjourned.

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Shannon Jones, President



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David G. Young



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Tom Grossmann

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on October 17, 2023, in compliance with Section 121.22 O.R.C.



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Tina Osborne, Clerk  
Board of County Commissioners  
Warren County, Ohio



# Proposed Water & Sewer Rates for 2024 - 2027

October 17, 2023



**Water & Sewer Department**

# Mission Statement

We strive to provide quality water service to Warren County residents in a cost-effective manner; to treat all customers with respect, courtesy and professionalism; and provide the highest quality of customer service.



**Water & Sewer Department**





# Past & Current User Rates

	2020	2021	2022	Current Rate 2023
Water Base Fee	\$7.50/bill	\$7.50/bill	\$0.00/bill	\$0.00/bill
Water Rate	\$4.31	\$4.43	\$4.56	\$4.70
Rate Increase	3%	3%	3%	3%
Sewer Base Fee	\$0.00/bill	\$0.00/bill	\$0.00/bill	\$0.00/bill
Sewer Rate	\$4.67	\$4.67	\$4.67	\$4.67
Rate Increase	0%	0%	0%	0%



**Water & Sewer Department**



# Recommended User Rate Increases

	2020	2021	2022	Current Rate 2023	2024	2025	2026
<b>Water Base Fee</b>	\$7.50/bill	\$7.50/bill	\$0.00/bill	\$0.00/bill	\$5.00/bill	\$5.00/bill	\$5.00/bill
<b>Water Rate</b>	\$4.31	\$4.43	\$4.56	\$4.70	\$5.05	\$5.43	\$5.70
<b>Rate Increase</b>	3%	3%	3%	3%	7.5%	7.5%	5.0%
<b>Sewer Base Fee</b>	\$0.00/bill	\$0.00/bill	\$0.00/bill	\$0.00/bill	\$3.50/bill	\$3.50/bill	\$3.50/bill
<b>Sewer Rate</b>	\$4.67	\$4.67	\$4.67	\$4.67	\$5.00	\$5.25	\$5.40
<b>Rate Increase</b>	0%	0%	0%	0%	7.0%	5.0%	3.0%



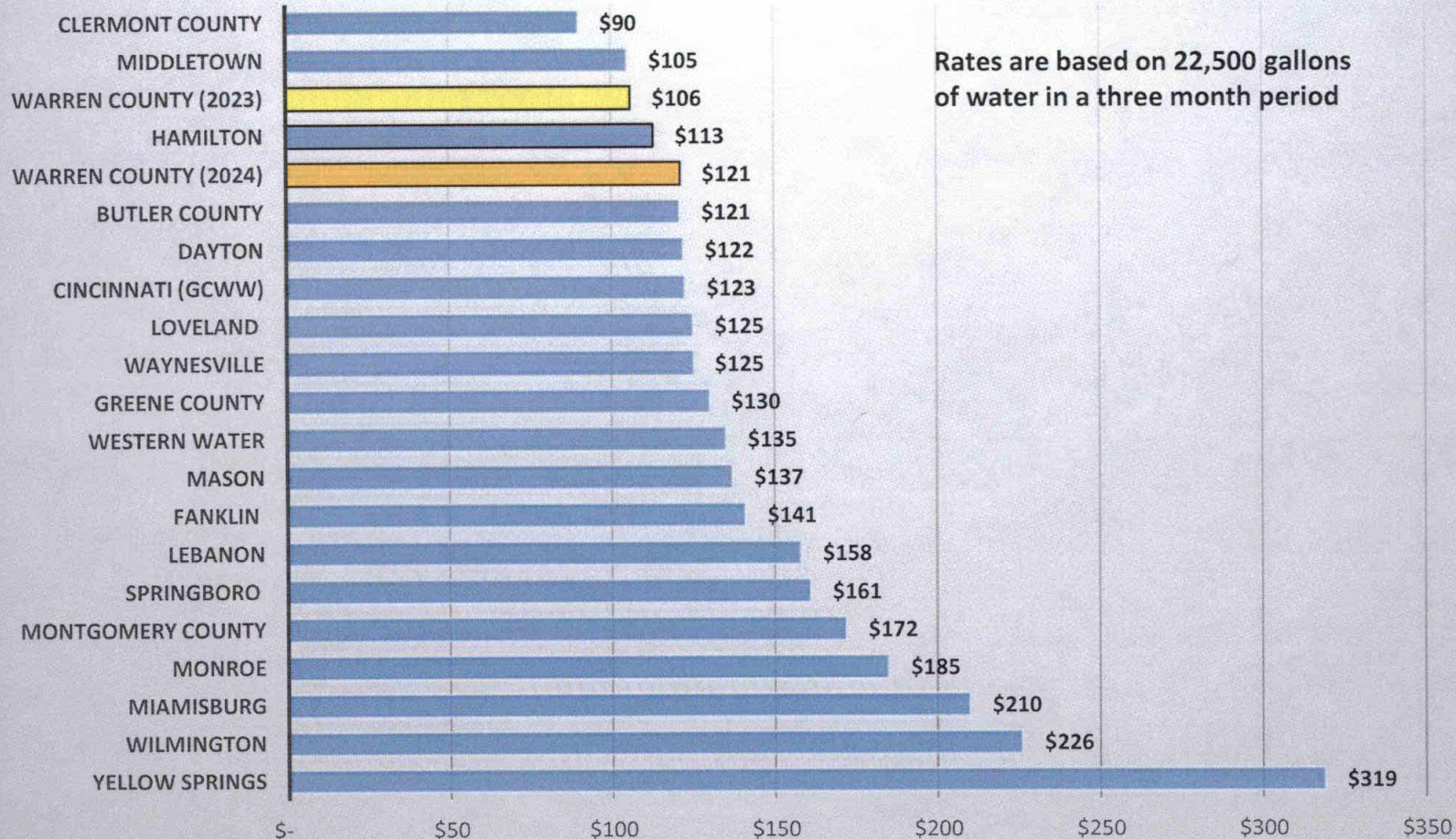
**Water & Sewer Department**



# 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.

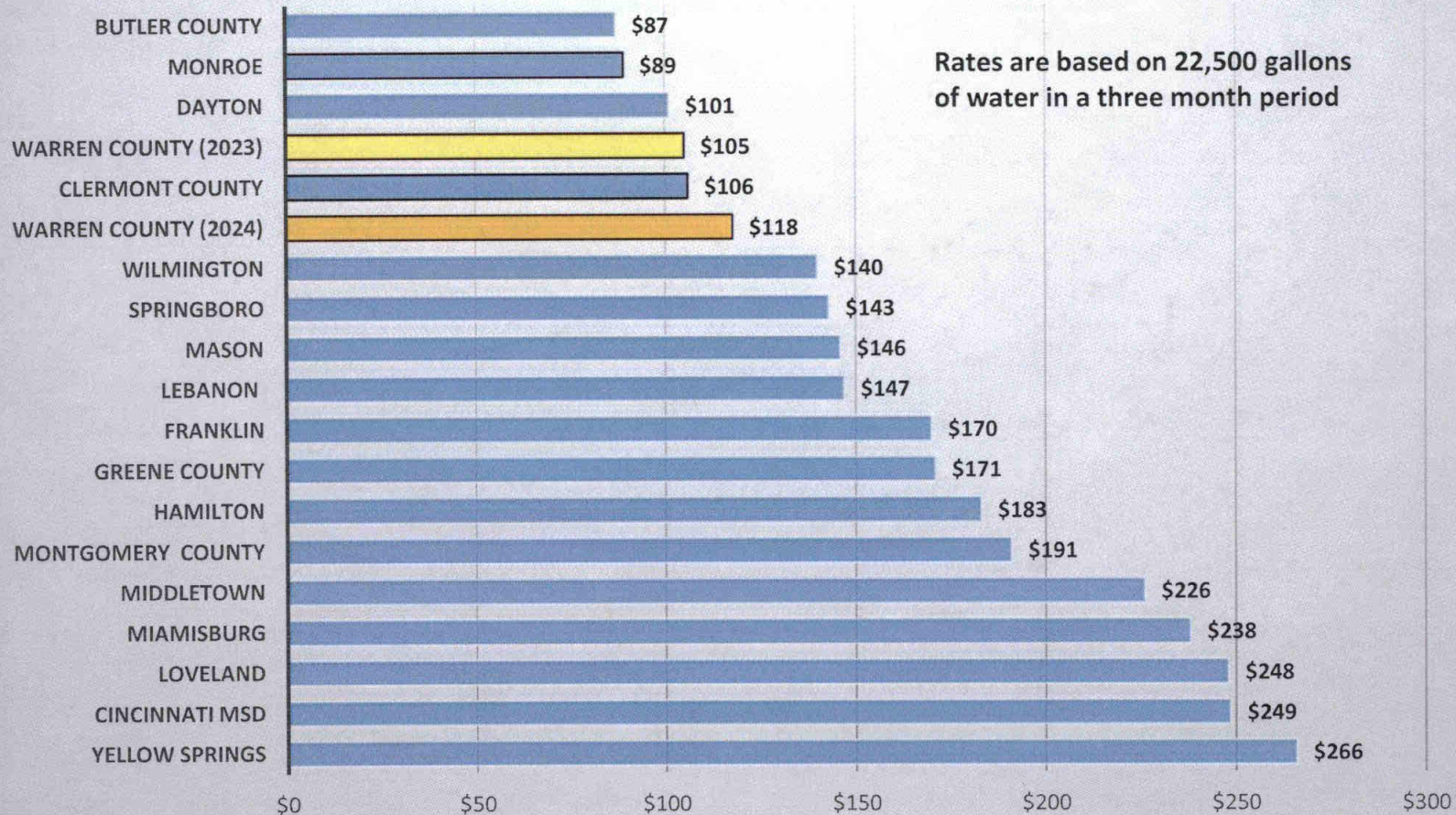
## 2023 WATER RATE SURVEY



# 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



**Mission Statement:** We strive to provide quality water service to Warren County residents in a cost-effective manner;

Customer Bi-Monthly Bill	2024	2025	2026
Minimum Water Bill	\$35.32	\$37.59	\$39.22
Minimum Sewer Bill	\$33.48	\$34.98	\$35.92
Total Bi-Monthly Bill	\$68.80	\$72.57	\$75.14

\*Based on 6,000 gallon minimum usage (Approximately 100 gallon/day)

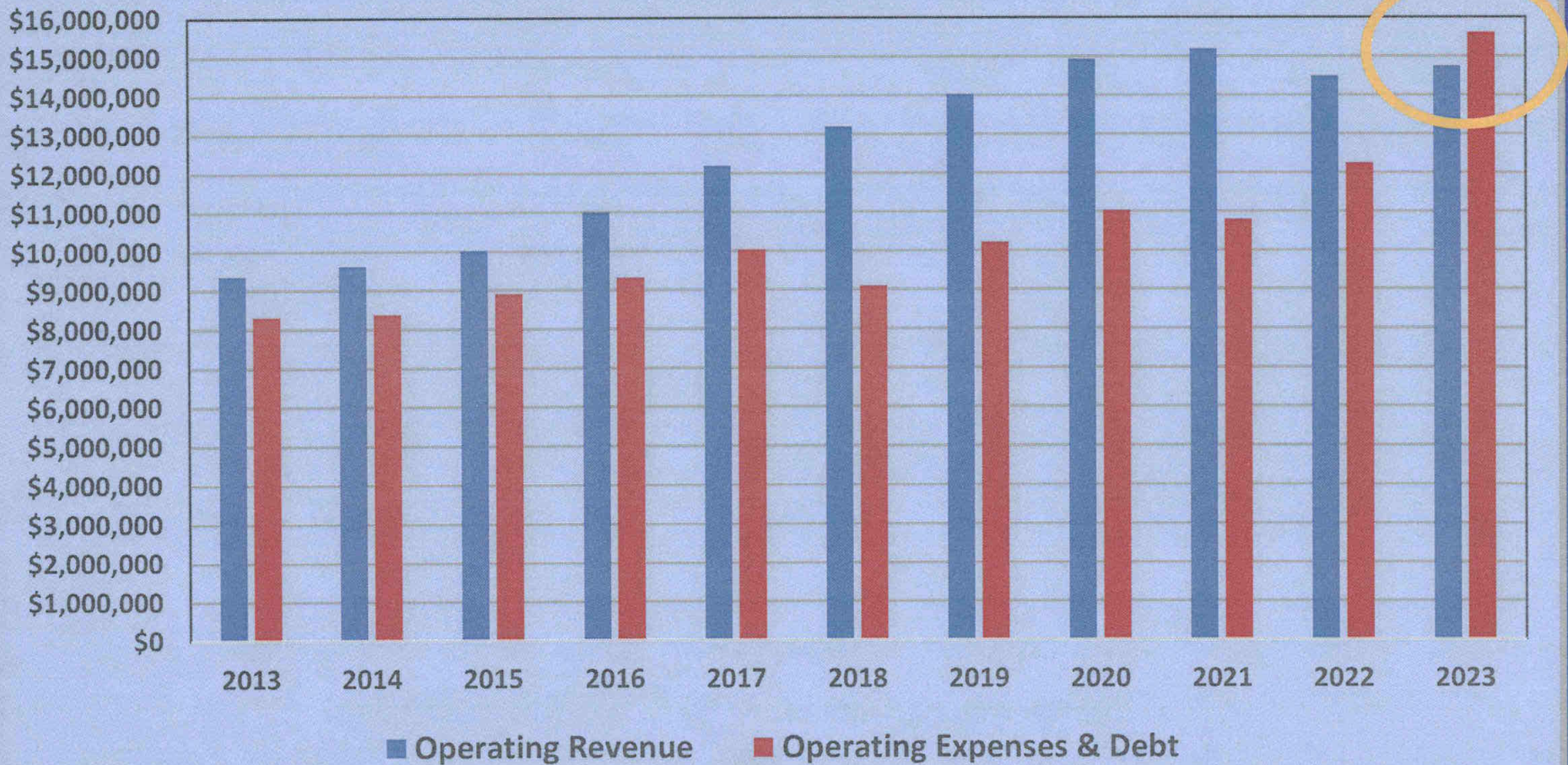
Water service at  
\$0.59 - 0.65 / day.

Water & Sewer service  
at \$1.15 - \$1.25/day.

**Expenses will exceed revenues in 2023 resulting in a reduction in surplus funds used for capital projects.**

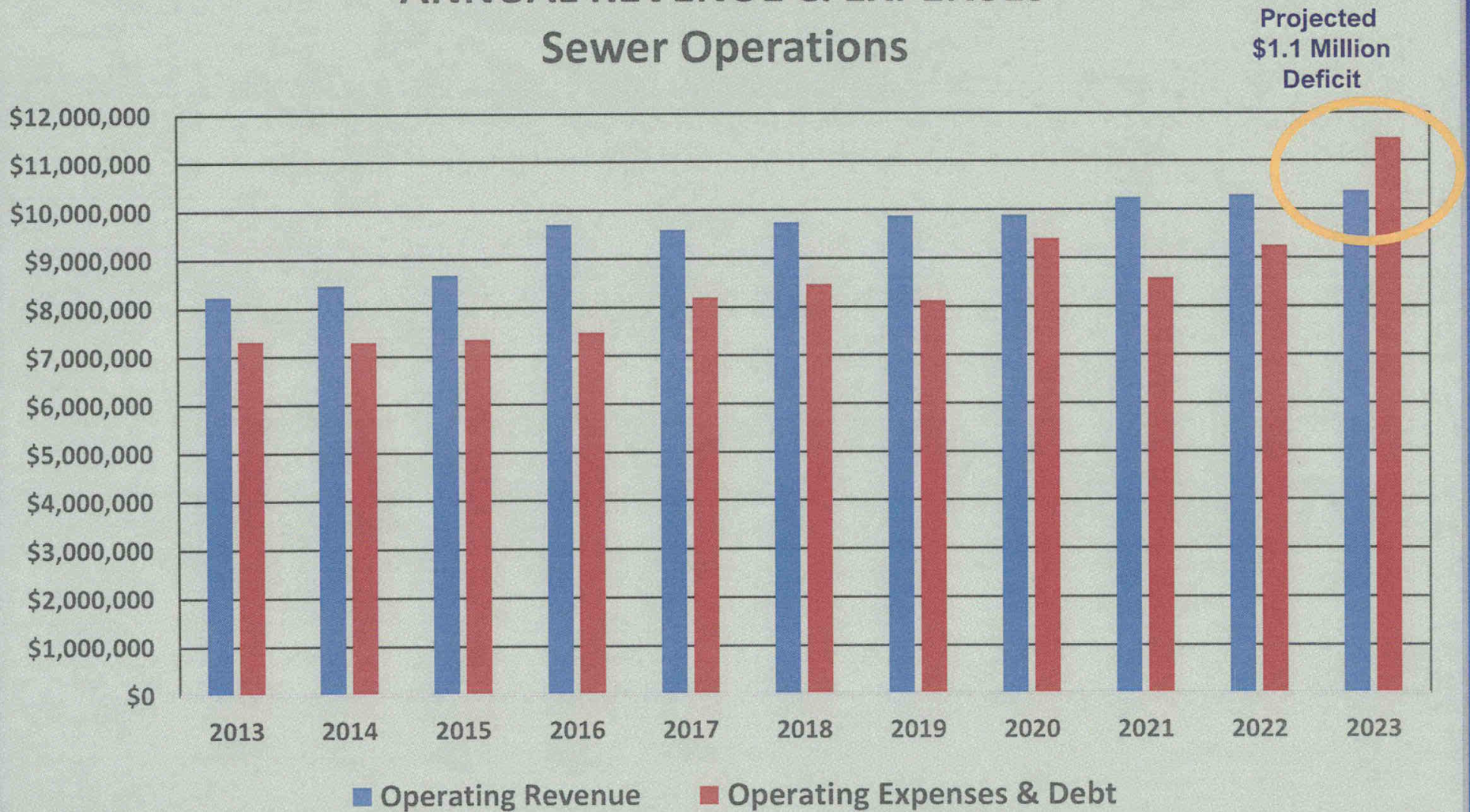
### ANNUAL REVENUE & EXPENSES Water Operations

Projected  
\$850,000  
Deficit



**Expenses will exceed revenues in 2023 resulting in a reduction in surplus funds used for capital projects.**

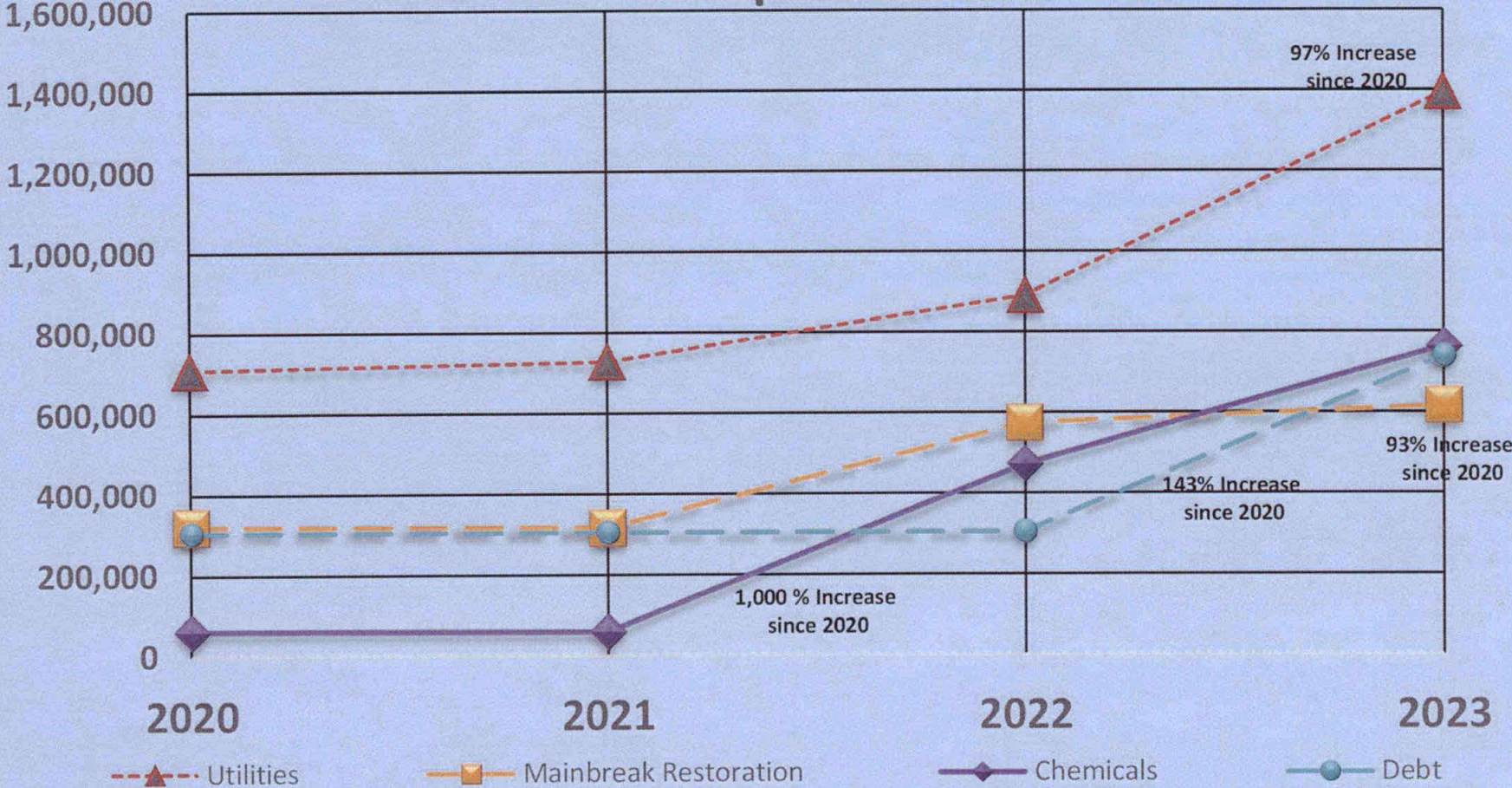
### ANNUAL REVENUE & EXPENSES Sewer Operations



Current wate rates cannot keep up with the increasing costs of electricity, chemicals, and other items.

# SIGNIFICANT ANNUAL EXPENSES

## Water Operations

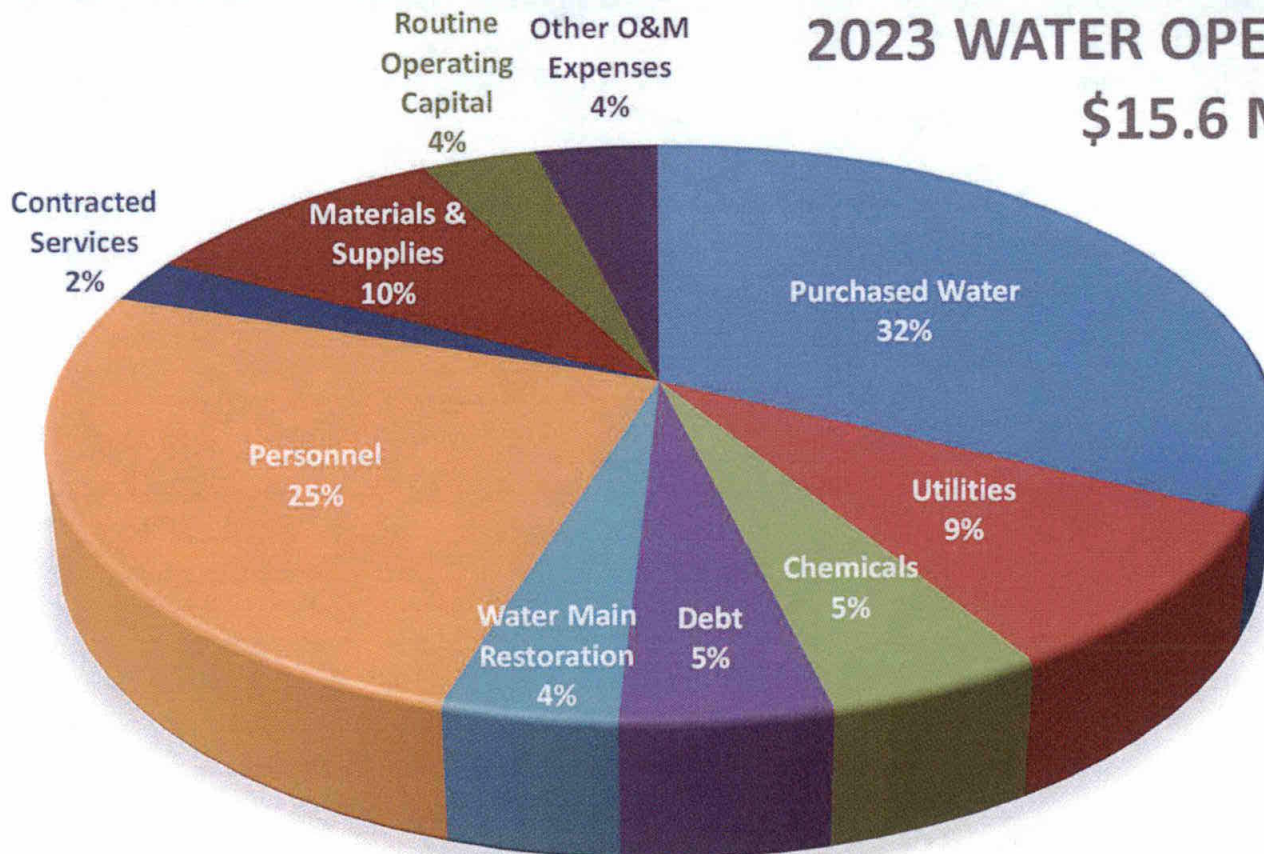




# Purchased Water

Purchased water from GCWW for the Socialville water system is the largest single expenditure for the Department and our biggest challenge to fiscal stability.

## 2023 WATER OPERATING EXPENSES \$15.6 MILLION

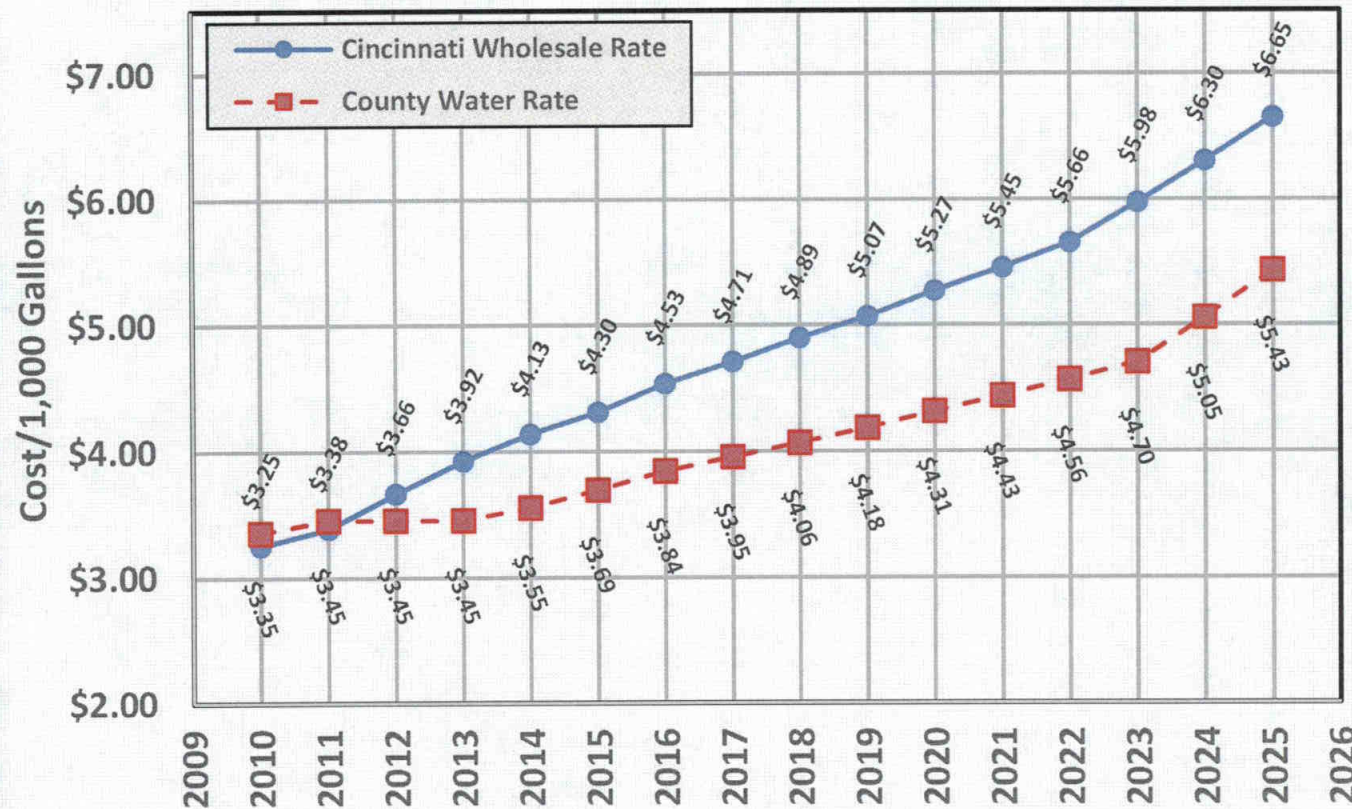


1/3 of our expenses is spent on 15% of our customers!

# Purchased Water

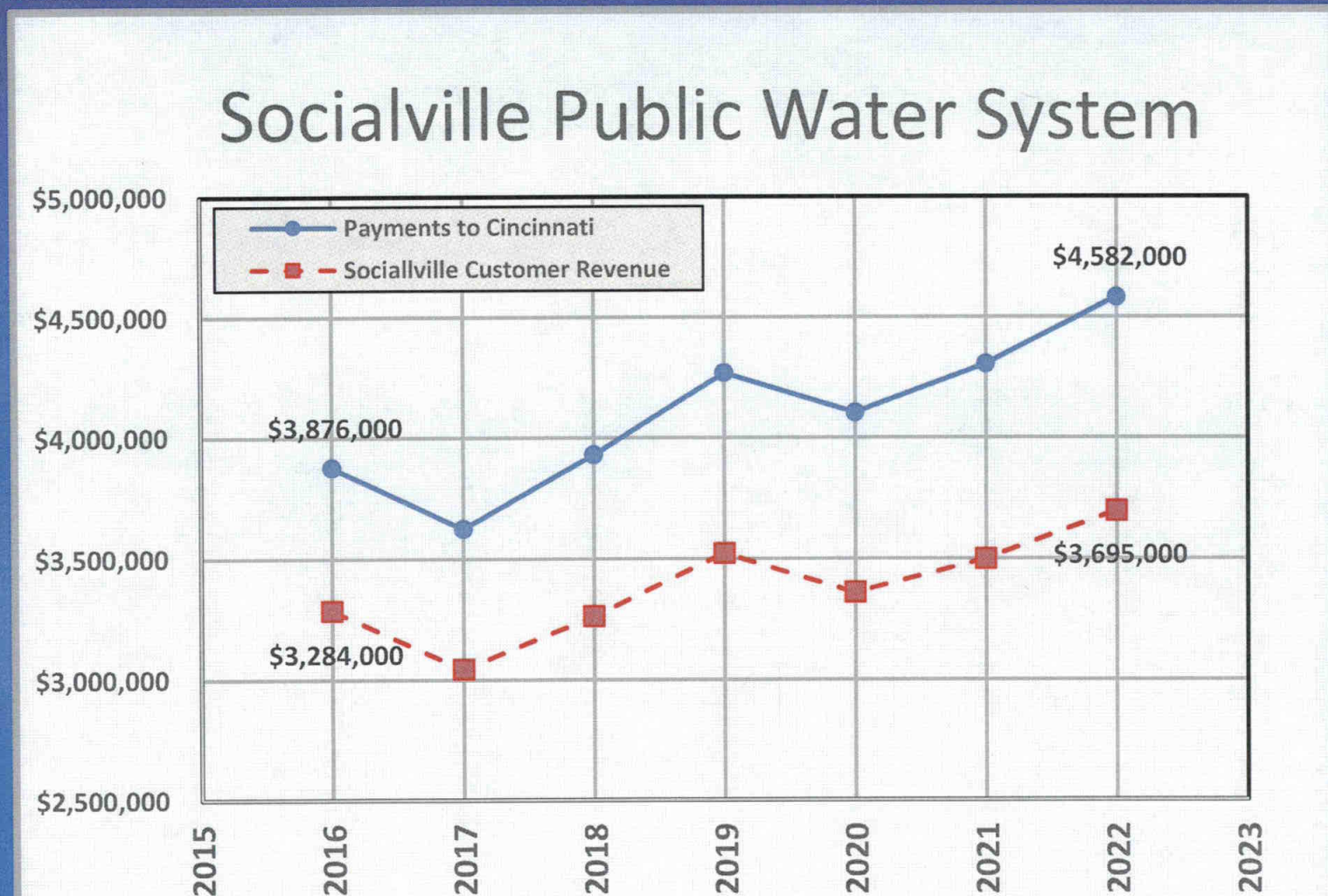
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## Socialville Public Water System



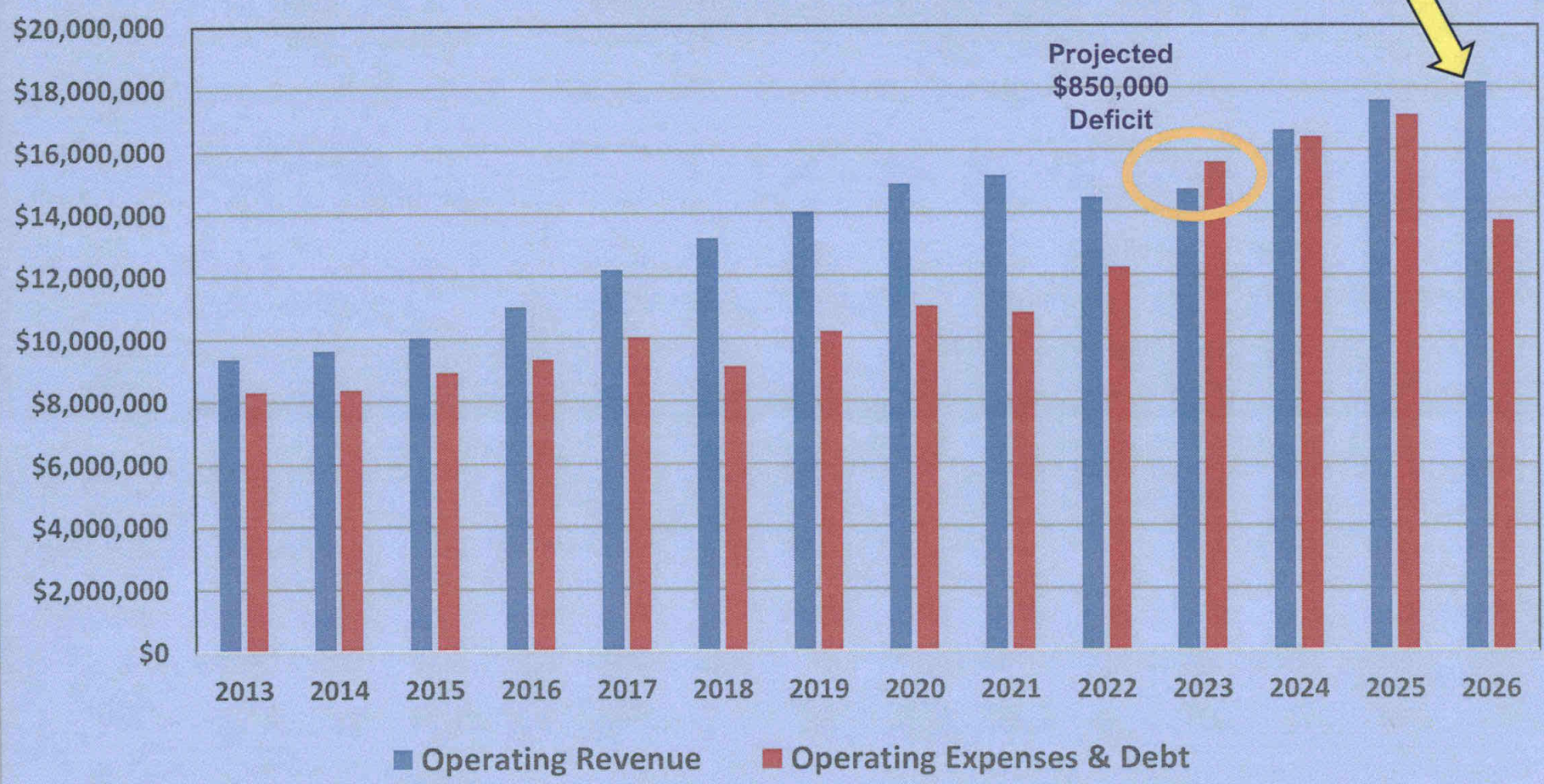
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Purchased water from GCWW for the Socialville water system is the largest single expenditure for the Department and our biggest challenge to fiscal stability.



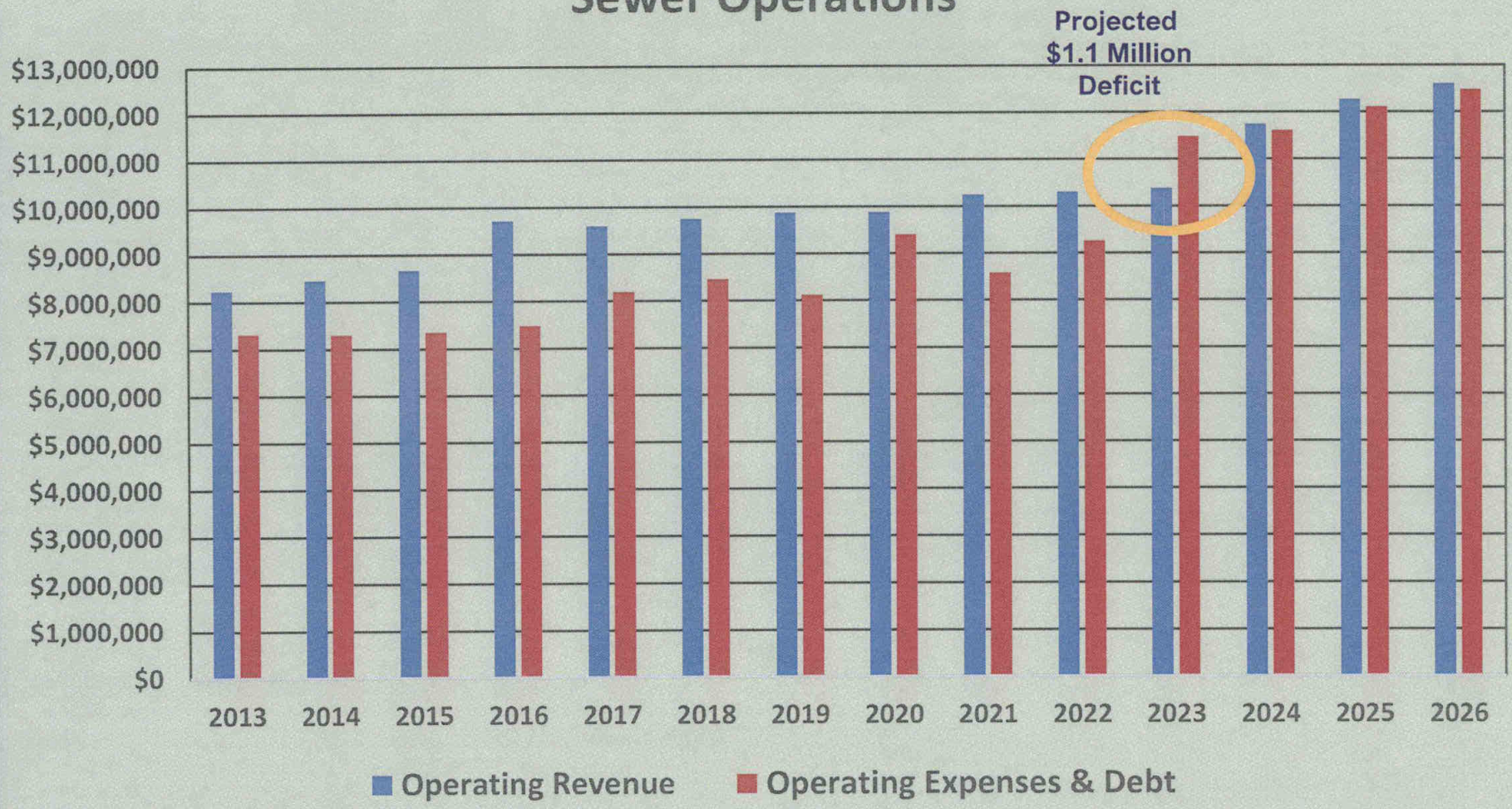
**Proposed rates are the minimum necessary to bring us back to break even.**

### ANNUAL REVENUE & EXPENSES Water Operations

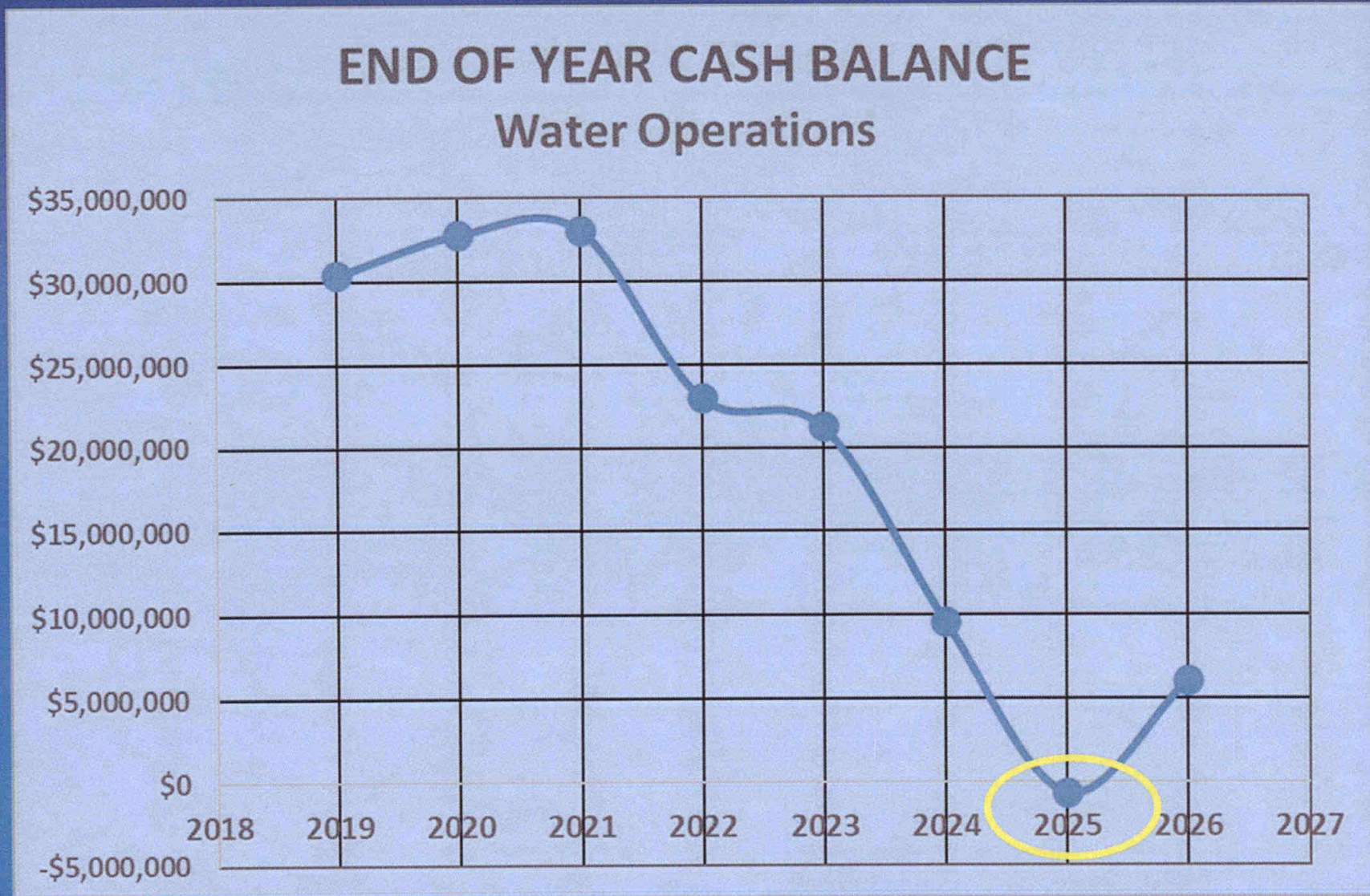


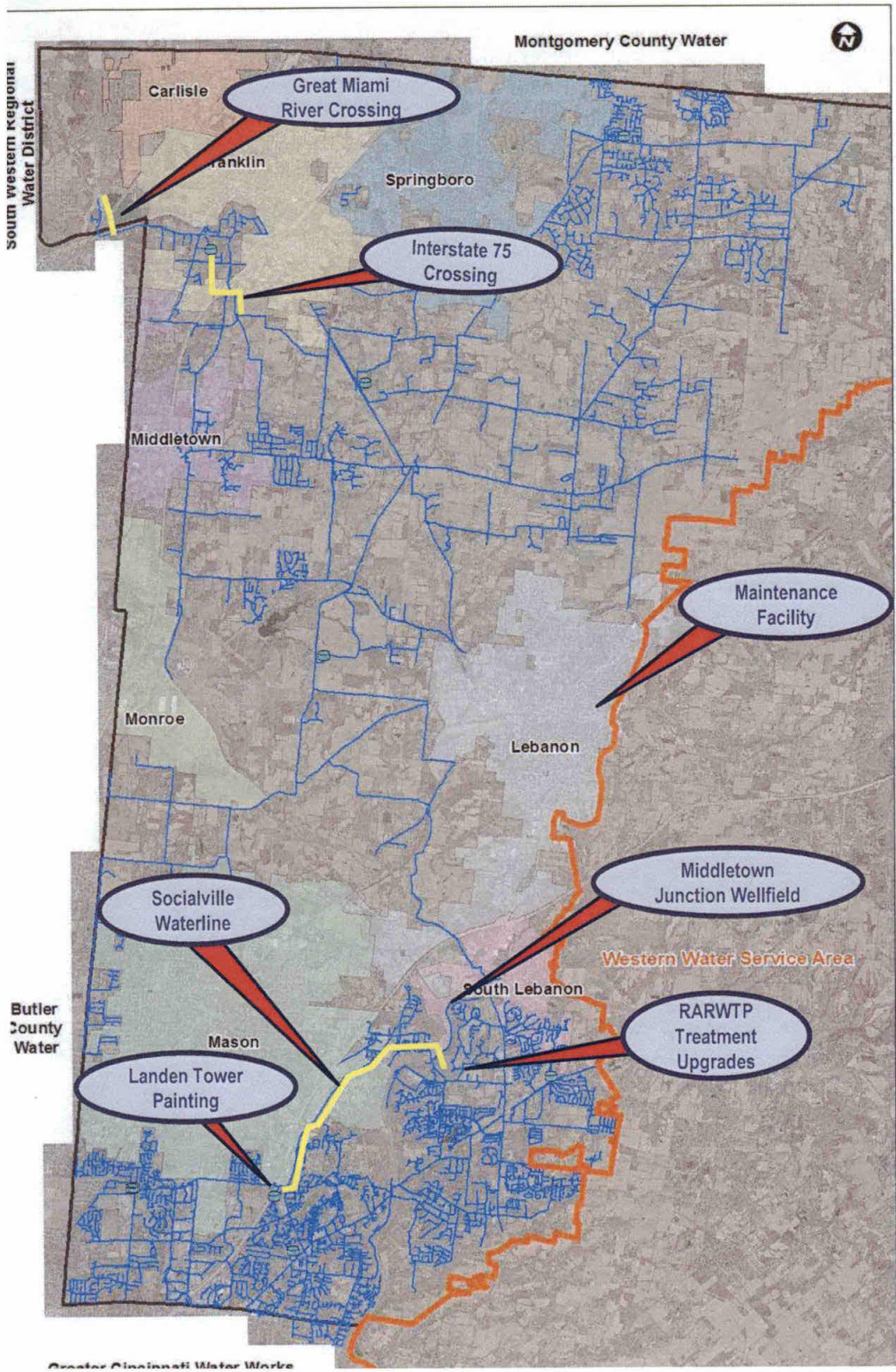
Proposed rates are the minimum necessary to bring us back to break even.

### ANNUAL REVENUE & EXPENSES Sewer Operations



# Cash financing of water capital projects may not be possible in the near future.

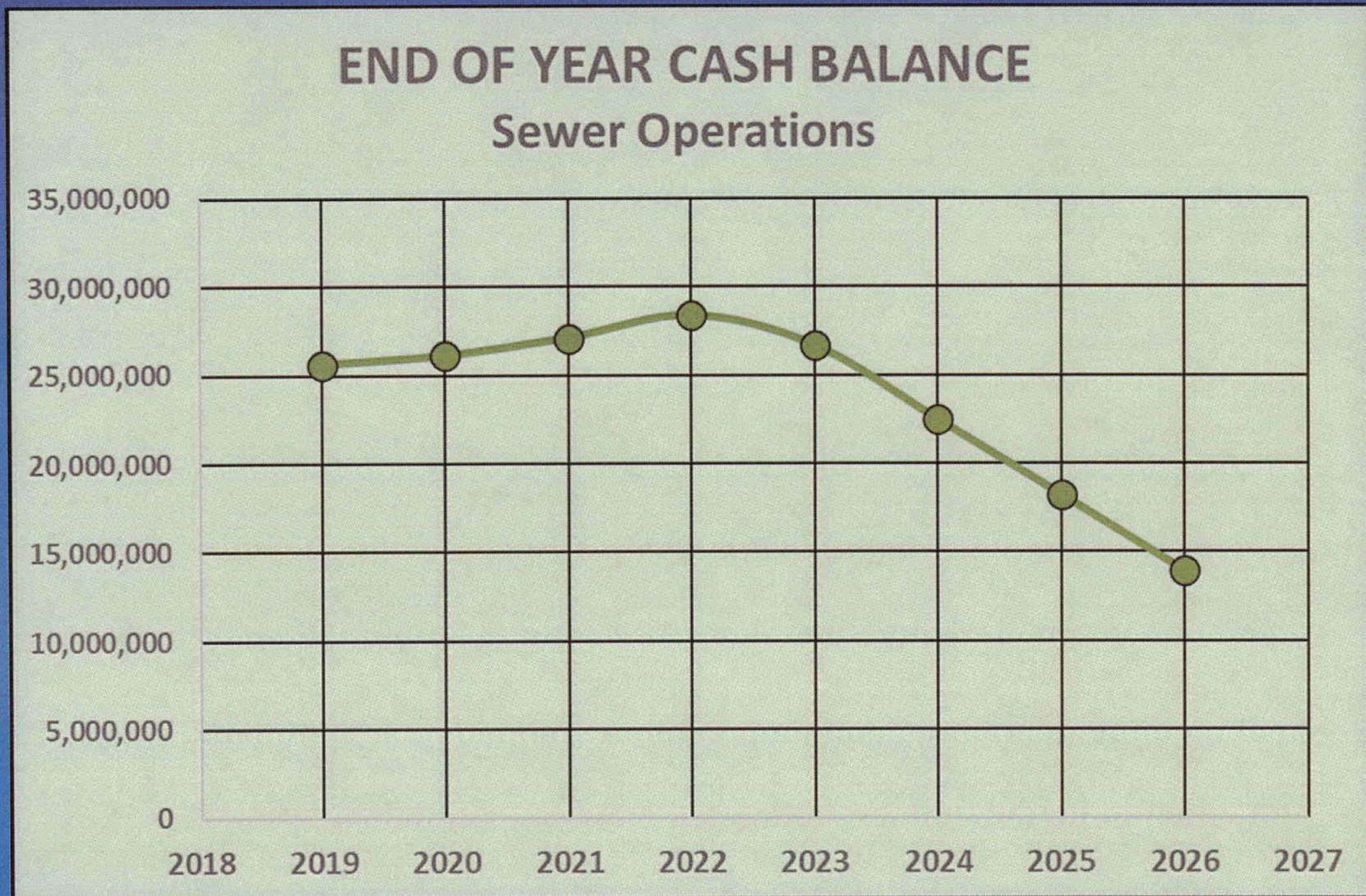




# Water Projects

PROJECT	COST	YEAR
Middletown Junction Wellfield	\$4.3 M	2024-2025
Socialville Ground Storage Tank	\$0.5 M	2025
Distribution Facility	\$0.4 M	2025
Landen Tank Painting	\$1.0 M	2024
RARWTP Upgrades	\$11.5 M	2024-2026
Socialville Waterlines	\$7.1 M	2024-2025
Kings Mills Waterlines	\$1.3 M	2024
Sunrise Landing Waterline	\$0.6 M	2024-2025
Great Miami River Crossing	\$1.8 M	2025
Interstate 75 Crossing	\$6.7 M	2025
WCEO Projects	\$0.9 M	2024-2026
Loveland Park Waterlines	\$0.7 M	2026
<b>TOTAL</b>	<b>\$36.8 M</b>	

# Debt financing for sewer projects will not be necessary for 2024-2026.





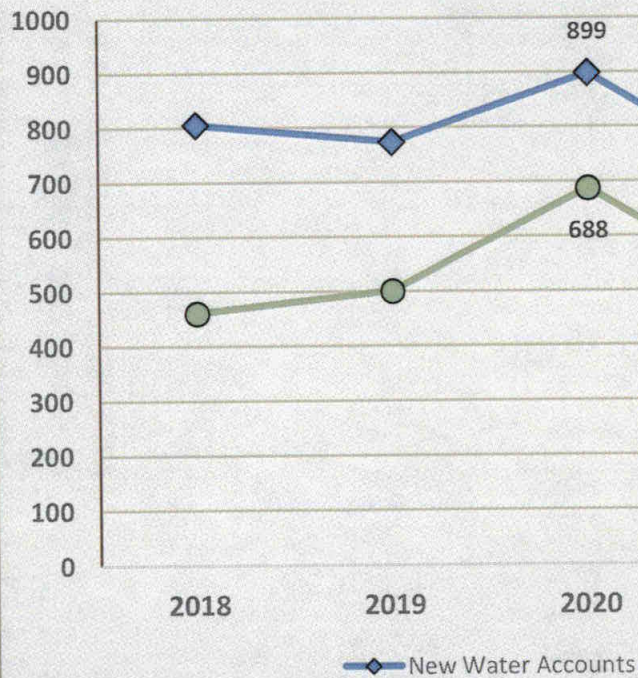
# Cash financing of sewer projects may not be possible beyond 2026.

## Capital Improvements - Sewer Fund - 5/31/2023

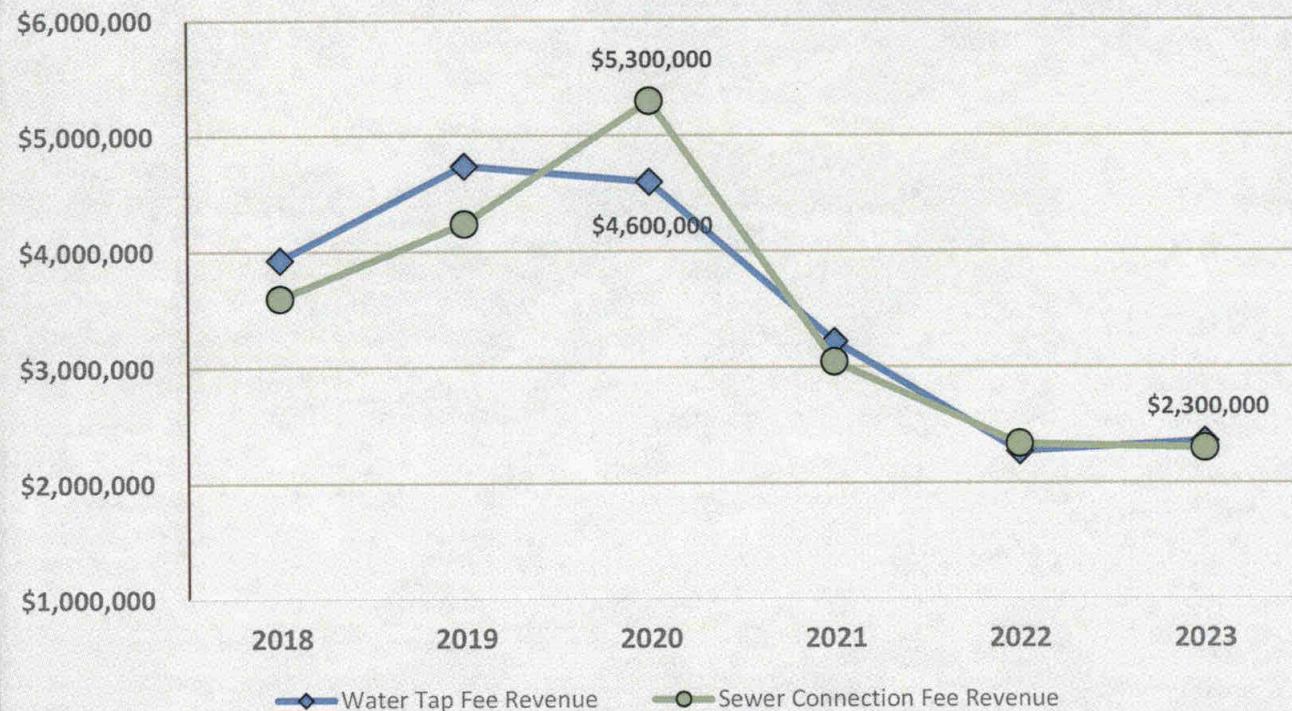
<b>Available Sewer Funds</b>		\$28,275,000
<b>Ongoing Projects</b>		
55753377-Dick's Creek Pump Station Improvements	\$1,978,529	
55753386-Sycamore Trails WWTP Construction	\$5,004,387	
55753388-Morrow Sanitary Sewer Forcemain Cleaning	\$760,000	
55753390-Fosters Lift Station Improvements Design	\$870,400	
55753396-Kings Ave Bridge Aerial Crossing	\$447,697	
55753398-St Rte 73/Corwin Avenue Forcemain Relocation	\$133,500	
	<hr/>	
<b>Subtotal</b>	\$9,195,000	
<b>Fund Less Encumbered Projects</b>		\$19,080,000
<b>Future Budgeted Projects</b>		
Morrow Area Sanitary Sewer Improvements	\$2,000,000	
Lower Little Miami WWTP - UV, Biosolids Dewatering, & Septic Receiving	\$7,500,000	
Waynesville WWTP - Biosolids Dewatering & Clarification	\$4,500,000	
Fosters & Bear Run Pump Station Upgrades	\$8,500,000	
Waynesville Collection System Lining	\$300,000	
Dale Acres Wastewater Treatment Improvements	\$1,500,000	
Dale Acres Sanitary Lateral Replacement	\$500,000	
State Route 122 Lift Station Relocation	\$350,000	
Utility Billing Software Upgrades	\$200,000	
	<hr/>	
<b>Subtotal</b>	\$25,350,000	
<b>Fund Less Current Encumbered &amp; Future Budgeted Projects</b>		-\$6,270,000

# New customer fee revenue is in decline as the housing market recedes.

## NEW WATER & SEWER CUSTOMER ACCOUNTS



## NEW WATER & SEWER CUSTOMER FEES



# 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

# Long Term Forecast & Issues

The Water & Sewer Department is tracking the following issues that can significantly impact on revenues, expenses, and user rates.

- The Economy & Inflation
- Tap Fees and Housing Construction
- Emerging Contaminate Regulations – PFAS
- Software Upgrades
  - Utility Billing
  - Work Order
  - Asset Management
- Security Upgrades – Physical & Cyber

# Recommendation

Schedule a public hearing for the proposed water & sewer rates for 2024 through 2027 and the proposed fee 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>	\$3.50/bill	\$3.50/bill	\$3.50/bill
<b>Sewer Rate</b>	\$5.00	\$5.25	\$5.40
<b>Rate Increase</b>	7.0%	5.0%	3.0%