

**Warren County  
Transportation Improvement District  
Board of Trustees Meeting Minutes  
Board Meeting  
Friday, January 27<sup>th</sup>, 2017**

**A. Call to Order**

A Regular Board Meeting of the Warren County Transportation Improvement District (WCTID) Board of Trustees was called to order by Mr. Eric Hansen, at 9:01 a.m., on Friday, January 27<sup>th</sup>, 2017 at the Warren County Engineer's Office, Conference Room, 210 West Main Street, Lebanon, Ohio 45036.

Mr. Neil Tunison, Secretary/Treasurer, took roll call; upon roll call vote, carried with each member present each separately voting "Yes".

**Attendees:**

**Board Members:**

Eric Hansen, Chairperson  
Tiffany Zindel, Vice-Chairperson  
Neil F. Tunison, Secretary/Treasurer  
Eric Reiners

**Absent**

Christine Thompson

**Other Guests:**

Matt Nolan, Warren County Auditor  
Andrew Brossart, WCTID Financial Advisor  
Tammy Cambell, ODOT District 8  
Mark Hurst, WCTID Accountant  
Mark Policinski, OKI  
Rusty Schuermann, WCTID Legal Counsel  
Dan Corey, Warren County Engineer's Office  
Dave Mick, Warren County Engineer's Office  
Greg Rush, Warren County Engineer's Office  
Savannah Shafer, Warren County Engineer's Office  
Kurt Weber, Warren County Engineer's Office

Brad Ackel, KZF Design  
Jon Brunot, Burgess & Niple  
Steven Butler, IBI Group  
Katie Dillenburger, Bayer Becker  
Anna Durastanti, O.R. Colan Associates  
Nathan Fischer, Woolpert  
Vanessa Glotfelter, BWSC  
Jay Hamilton, Mead Hunt  
Andrea Harth, TEC Engineering

Betty Hull, Razor Marketing  
Heather Lacey, Crawford, Murphy, Tilly  
Shawn Mason, Prime AE  
Ralph Norman, CT Consultants  
Darren Owens, City of Lebanon  
Jeff Pietch, Carpenter Marty  
Steve Proffitt, Thelen-Geotechnology  
Jane Roberts, Heritage Land Services  
Steve Shadix, Stantec  
Andy Shahan, LJB, Inc.  
Kathy Streng, DZL  
Dane Vandewater, Cardno  
Joe Vogel, FTC&H  
Cindy Wallace, Tran Systems  
Jeff Wallace, Tran Systems

**B. Approval of Minutes:**

Motion made by Ms. Tiffany Zindel seconded by Mr. Neil Tunison to approve the minutes of the December 2<sup>nd</sup>, 2016 Regular Board Meeting of the Warren County Transportation Improvement District as submitted. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.

**C. WCTID Program of Projects:**

Mr. Dan Corey reported to the Board the following updates:

**I-71 and Western Row Road Interchange Area**

- Western Row Road Interchange Improvements – Phase 1 (PID 95120)
  - Construction ongoing – shut down for winter
- Western Row Road Interchange Improvements – Phase 2 (PID 93964)
  - ODOT is preparing the bid documents

**SR 73/SR 741 Intersection Improvements**

- Demolition for two building will be bid the month of February

**Greentree/Union Road Intersection Improvements**

- Advertisement for project – 1/29, 2/5
- Opening bids – 2/16
- Award contract – 2/24

**Southwest Warren County Area Improvements**

- Innovation Way Widening
  - Advertisement for project – 1/29, 2/5
  - Opening bids – 2/14

- Award contract – 2/24

#### **D. Financial Report**

Mr. Mark Hurst presented the December 2016 *Monthly Financial Report* to the Board. The *Monthly Financial Reports* detailed both monthly and year-to-date cash activities for all funds of the WCTID. More specifically, the *Monthly Financial Report* detailed that as of December 31<sup>st</sup>, 2016 the General Fund had an ending fund balance of \$795,326.61 and the WCTID as a whole had an ending fund balance of \$27,660,752.19. Mr. Neil Tunison made a motion to accept the WCTID financial report as submitted, Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.

#### **E. New Business**

1. Resolution Number 2017-01, A Resolution adoption and authorization of funds budgets for calendar year 2017. Mr. Neil Tunison made a motion to approve the Resolution and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.
2. Resolution Number 2017-02, A Resolution authorizing fund level transfers. Mr. Neil Tunison made a motion to approve the Resolution and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.
3. Resolution Number 2017-03, A Resolution approving and authorizing notice to contractors and acceptance of bids for construction services for the Innovation Way Widening Project. Mr. Eric Reiners made a motion to approve the Resolution and Mr. Neil Tunison seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.
4. Resolution Number 2017-04, A Resolution approving and authorizing notice to contractors and acceptance of bids for construction services for the Roadway Improvements Greentree Road and Union Road Project. This Resolution was previously approved at the September 23<sup>rd</sup>, 2016 regularly scheduled meeting of the Board of Trustees of the Warren County Transportation Improvement District in Resolution Number 2016-30. Thus, removed Resolution 2017-04 from Agenda and no action was taken on Resolution Number 2017-04.
5. Resolution Number 2017-05, A Resolution approving and authorizing notice to contractors and acceptance of bids for construction services for the Roadway Improvements SR73 and SR741 Project. Mr. Neil Tunison made a

motion to approve the Resolution and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.

6. Resolution Number 2017-06, a resolution authorizing agreement for consultant services with Berding Surveying. Mr. Neil Tunison made a motion to approve the Resolution and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
7. Resolution Number 2017-07, a resolution authorizing agreement for consultant services with The Kleingers Group. Mr. Neil Tunison made a motion to approve the Resolution and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
8. Resolution Number 2017-08, a resolution authorizing agreement for consultant services with Burgess and Niple. Mr. Neil Tunison made a motion to approve the Resolution and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
9. Resolution Number 2017-09, a resolution authorizing agreement for consultant services with Thelen Association, a Division of Geotechnology, Inc. Mr. Neil Tunison made a motion to approve the Resolution and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
10. Resolution Number 2017-10, a resolution entering into contract with ODOT for WAR IR 71 3.62 Western Row Road (PID 93964). Ms. Tiffany Zindel made a motion to approve the Resolution and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
11. Motion to authorize the Secretary/Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 01 to Consultant Agreement 2016-05 with Woolpert, Inc., dated September 23<sup>rd</sup>, 2016 for the "State Route 63 Expansion", increasing the contract price by \$2,450.00 for surveying services, making a new not-to-exceed amount under the Agreement of \$18,555.00 with an increase in contract time through June 30, 2017, made by Mr. Neil Tunison and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
12. Motion to authorize the Secretary/Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 04 to Consultant

Agreement 2013-02 with Stantec Consulting Services, Inc., dated June 6<sup>th</sup>, 2013 for the "WAR-CR15-3.49 Columbia Road (PID 95120) and WAR IR 71 3.62 Western Row Road (PID 93964)", increasing the contract price by \$142,252.00 for ongoing construction services, modifications to plans resulting bridge inspections and right-of-way negotiations, making a new not-to-exceed amount under the Agreement of \$2,608,579.26 [Correction here of typographical error in January 27, 2017 Agenda, which had reflected the not to exceed amount under the Agreement in an incorrect amount of \$2,567,317.00] with an increase in contract time through December 31<sup>st</sup>, 2017, made by Mr. Neil Tunison and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.

13. Motion to authorize the Secretary/Treasurer to prepare and execute payment to Ohio Department of Transportation for the local match contribution to the WAR IR 71 3.62 Western Row Road (PID 93964) Protect Stream Mitigation Permit (401 WQC Permit) in the amount of \$98,203.20, made by Mr. Neil Tunison and Ms. Tiffany Zindel seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.

#### **F. Public Comments**

Mr. Eric Hansen asked that everyone introduce themselves.

#### **G. Upcoming Meeting Schedule**

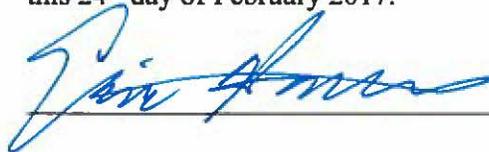
Mr. Eric Hansen announced that the next Regular Board Meeting of the Warren County Transportation Improvement District Board of Trustees would be held on Friday, February 24<sup>th</sup>, 2017 at 9:00 a.m. at the Warren County Engineer's Office, Conference Room, 210 West Main Street, Lebanon, Ohio 45036.

#### **H. Adjournment**

Motion made by Ms. Tiffany Zindel and seconded by Mr. Neil Tunison to adjourn the Regular Board Meeting of the Warren County Transportation Improvement District Board of Trustees, upon the call of the vote, carried with all members present voting aye thereon. Meeting adjourned at 9:21 a.m.

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Approved at a regularly scheduled meeting of the Board of Trustees of the Warren County Transportation Improvement District, Warren County, Ohio, this 24<sup>th</sup> day of February 2017.



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Chairperson, Eric Hansen  
Warren County Transportation Improvement District

Attest:



Secretary/Treasurer, Neil F. Tunison  
Warren County Transportation Improvement District

Motion to approve: Bric Reiners

Seconded by: Neil Tunison