

**Warren County  
Transportation Improvement District  
Board of Trustees Meeting Minutes  
Board Meeting  
Friday, January 26<sup>th</sup>, 2018**

**A. Call to Order**

An Annual 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 26<sup>th</sup>, 2018 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  
Chris Pozzuto  
Eric Reiners

**Other Guests:**

Andrew Brossart, WCTID Financial Advisor  
Scott Brown, ODOT District 8  
Dan Corey, Warren County Engineer's Office  
Mark Hurst, WCTID Accountant  
Dave Mick, Warren County Engineer's Office  
Greg Rush, Warren County Engineer's Office  
Savannah Shafer, Warren County Engineer's Office  
Rusty Schuermann, WCTID Legal Counsel  
Kurt Weber, Warren County Engineer's Office

Brad Ackel, Carpenter Marty  
Joe Bassil, HDR  
Dana Bicknell, City of Lebanon  
John Brigham, WSP  
Jon Brunot, Burgess & Niple  
Marge Cunningham, Warren County Resident  
Katie Dillenburger, Bayer Becker  
Caroline Duffy, 143 Engineers  
Anna Durastanti, O.R. Colan Associates  
Nathan Fischer, Woolpert  
Betty Hull, Rasor Marketing  
Michael Lenett, TranSystems

Steve Mary, Stantec  
Shawn Mason, Prime AE  
Jeff Pietch, Carpenter Marty  
Kurt Seiler, City of Mason  
Nick Selhorst, Choice One Engineering  
Steve Shadix, Stantec  
Christa Skiles, Rasor Public Relations  
Jeff Wallace, Barge Design  
Jon Wiley, KZF Design  
Ed Williams, TEC Engineering

**B. Nomination and Election of Officers:**

Mr. Eric Hansen stated that nominations and elections of officers needed to be addressed and inquired if anyone on the board would like to make any nominations. After some discussion and consensus to elect the same slate of Officers for 2018, with Mr. Eric Hansen as Chairperson; Ms. Tiffany Zindel as Vice-Chairperson; and Mr. Neil Tunison as Secretary-Treasurer. Mr. Eric Hansen requested a motion be made to elect from the WCTID Board of Trustees as the Officers for 2018: Mr. Eric Hansen as Chairperson; Ms. Tiffany Zindel as Vice-Chairperson; and Mr. Neil Tunison as Secretary-Treasurer; Mr. Neil Tunison made the motion and seconded by Mr. Eric Reiners, upon roll call vote, motion carried with each member present separately voting "yes" thereon.

**C. Approval of Minutes:**

Motion made by Mr. Neil Tunison and seconded by Mr. Chris Pozzuto to approve the minutes of the December 1<sup>st</sup>, 2017 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.

**D. WCTID Program of Projects:**

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

**SB Entrance Ramp – WAR IR 71 0.00 (PID 100198)**

- Consultant continues designing the project through construction document phase.

**Duke Boulevard Widening (Irwin-Simpson to Innovation Way Extension)**

- Project prepared to go to bid for construction.

**Mason-Montgomery Road Widening**

- Construction ~ 40% complete – completion date by contract – September 10<sup>th</sup>, 2018.

**Western Row Road Interchange Improvements – Phase 2 (PID 93964)**

- Construction ~ 30% complete – estimated completion date – June 1<sup>st</sup>, 2019.

**SR73/SR741 Intersection Improvements**

- Construction ~ 85% complete – completion date by contract – July 1<sup>st</sup>, 2018.

**SR48 and Mason-Morrow-Millgrove Road**

- Construction ~ 60% complete – construction suspended for winter, completion date is July 31<sup>st</sup>, 2018.

**E. Financial Report**

Mr. Mark Hurst presented the November 2017 and December 2017 Monthly Financial Reports to the Board. The Monthly Financial Reports detailed both monthly and year-to-date cash activities for all funds of the WCTID: and that as of November 30<sup>th</sup>, 2017 the General Fund had an ending fund balance of \$663,728.47 and the WCTID as a whole had an ending fund balance of \$26,425,423.46 and as of December 31<sup>st</sup>, 2017 the General Fund had an ending fund balance of \$656,975.53 and the WCTID as a whole had an ending fund balance of \$25,518,925.83. Ms. Tiffany Zindel made a motion to accept the WCTID financial report as submitted, Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.

**F. New Business**

1. Resolution Number 2018-01, A Resolution for Adoption and Amendment of Fund Budgets for Calendar Year 2018. Mr. Chris Pozzuto 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.
2. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 01 to Consultant Agreement 2017-07 with PRIME AE Group, Inc. dated 24<sup>th</sup> day of March, 2017 for the “WAR-48-8.80 Mason-Morrow-Millgrove Road (PID 94494)”, with an attendant increase in contract time through July 31<sup>st</sup>, 2018 and with no increase in contract price, made by Mr. Eric Reiners and Mr. Neil Tunison seconded the motion. Upon roll call vote, motion carried with each member present separately voting “yes” thereon.

3. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Contract Change Order 01 to Contract No. 16-02 with John R. Jurgensen Co. dated May 3<sup>rd</sup>, 2016 for the "PID 95120: WAR CR15 3.49 COLUMBIA ROAD RELOCATION (aka WESTERN ROW – PHASE 1)", with an attendant increase in contract time through June 1<sup>st</sup>, 2018 and with no increase in contract price, made by Ms. Tiffany Zindel and Mr. Chris Pozzuto seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
4. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Contract Change Order 01 to Contract No. 16-03 with Ford Development Corporation dated December 15<sup>th</sup>, 2016 for the "INNOVATION WAY EXTENSION", increasing the contract price by \$26,594.30, making the new not-to-exceed amount under the Contract of \$4,062,660.60, with an attendant increase in contract time through June 1<sup>st</sup>, 2018, 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.
5. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 02 to Consultant Agreement 2017-01 with G. J. Berding Surveying, Inc. dated 27<sup>th</sup> day of January, 2017 for the "Innovation Way Extension", increasing the contract price by \$1,250.00, making the new not-to-exceed amount under the Agreement of \$9,100.00, with no attendant increase in contract time, made by Ms. Tiffany Zindel and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
6. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 02 to Consultant Agreement 2015-07 with Burgess & Niple, Inc. dated 22<sup>nd</sup> day of May, 2015 for the "Duke Boulevard – Road Widening Improvements", increasing the contract price by \$10,048.00, making the new not-to-exceed amount under the Agreement of \$255,680.00, with an attendant increase in contract time through June 30<sup>th</sup>, 2018, made by Mr. Chris Pozzuto and Mr. Eric Reiners seconded the motion. Upon roll call vote, motion carried with each member present separately voting "yes" thereon.
7. Motion to authorize the Secretary-Treasurer, in consultation with WCTID Legal Counsel, to prepare and execute Change Order 02 to Consultant Agreement 2015-12 with TranSystems Real Estate Consulting, Inc. dated 25<sup>th</sup> day of September, 2015 for the "Southwest Warren County Projects", with an attendant increase in contract time through July 31<sup>st</sup>, 2019 and with no increase in contract price, 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.

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

Mr. Eric Hansen asked that everyone introduce themselves.

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

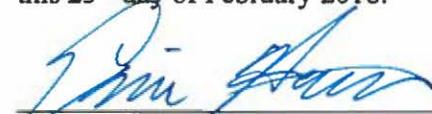
Mr. Eric Hansen announced that the next Regular Board Meeting of the Warren County Transportation Improvement District Board of Trustees would be held on Friday, February 23<sup>rd</sup>, 2018 at 9:00 a.m. at the Warren County Engineer's Office, Conference Room, 210 West Main Street, Lebanon, Ohio 45036, unless announced otherwise.

#### **H. Adjournment**

Motion made by Mr. Eric Reiners and seconded by Ms. Tiffany Zindel 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 9:14 a.m.

---

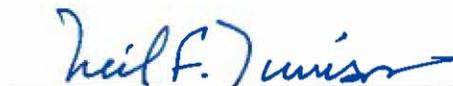
Approved at a regularly scheduled meeting of the Board of Trustees of the Warren County Transportation Improvement District, Warren County, Ohio, this 23<sup>rd</sup> day of February 2018.



---

Chairperson, Eric Hansen  
Warren County Transportation Improvement District

Attest:



---

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

Motion to approve: Tiffany Zindel

Seconded by: Eric Reiners