

Oak Park Conservancy District  
Board of Directors  
4230 Portage Place  
Jeffersonville, IN 47130

February 26, 2013  
6:00pm

The February 26, 2013 Board Meeting for the Oak Park Conservancy District was called to order by the Vice Chairman of the Board of Directors, Charlie Milburn, at 6:00 p.m., with the following persons present:

Bruce Herdt - Chairman  
Charlie Milburn – Vice Chairman  
Marshall Johnson – Director  
Bryan Wallace – Superintendent of Storm Water Operations  
Keith Ingram – Superintendent of Wastewater and Operations  
Amy Burton – Secretary / Financial Clerk

The minutes for the meeting held on February 12, 2013 were approved as submitted by a 2-0 vote. Mr. Herdt abstained from voting since he was not present at that meeting.

Mrs. Bizer was on the agenda regarding the W-2 she received from Oak Park. Mrs. Burton had received information from the IRS stating that if proof that insurance is purchased is not received, Oak Park is required to send the W-2 to retirees. This information was received on January 28, 2013. Since W-2 forms had to be mailed out by January 30, there was no time to wait; the W-2 forms had to be submitted immediately. Mrs. Bizer asked if the W-2's could be withdrawn since she presented documentation proving that insurance was purchased. Mrs. Burton will contact the IRS and see if there is any way to get submitted forms withdrawn. Mrs. Bizer also asked what information would be considered proof since Mr. Bizer's payments are made automatically each month. Mrs. Burton will find out.

**Mr. Herdt requested old business.** The SBA and Debt Management annual reports have been submitted through the Gateway system.

Mr. Ingram has contacted Reynolds Inliner and is awaiting a quote for upcoming rehabilitation to the sanitary sewer system.

**Mr. Herdt requested the Wastewater Treatment Report.** On Wednesday the 13<sup>th</sup>, Mr. Wallace and Mr. Ingram met with Mr. Gillenwater regarding the boundaries of the district. Mr. Gillenwater is researching this issue.

On Tuesday the 19<sup>th</sup>, there was a meeting with Mr. Bennett from Bailey Safety. During the meeting Mr. Bennett proposed providing services based on a retainer rate of pay with a minimum monthly hourly rate. This was tabled until the next meeting.

Dan Christi Excavation has provided a road closure schedule for the gravity lines that will be installed for the Jeffersonville Sewer Department. Mr. Ingram had copies available at the meeting. All visitors and deliveries to the plant will have to use Port Road until the week of

March 15<sup>th</sup>, provided Dan Christi Excavation is able to keep their schedule. The boring part of the sewer project is still on hold.

On Wednesday the 12<sup>th</sup>, while performing station checks at Allison Ln. Mr. Ingram noticed that the top of the manhole close to the creek was shifted. The Jeffersonville Drainage Department had been mowing the creek bank and had hit the structure. Mr. Ingram contacted Mr. Pate and informed him of the situation. Mr. Pate apologized for the incident and assured Mr. Ingram that Jeffersonville would repair the manhole top.

On Wednesday the 20<sup>th</sup>, OPCD personnel reported that one of the pumps at Allison Lane lift station had become clogged and that the sump pump was not working. The discharge line from the sump pump and the sewage pump were cleared on Thursday the 21<sup>st</sup>. The issue with the pumps is directly related to rags being introduced into the collection system. This is the same problem that we had at River Oaks Station. The equipment at that lift station is operating just fine, but it may be time to consider an upgrade of that station.

Mr. Ingram met with representatives from Jacobi Tombs and Lance in regards to doing an updated study on the older portion of the collection system with rough estimates for upgrading Allison Lane and Beechwood lift stations. Mr. Herdt suggested that only the parts of the system in question should be done in-house by doing smoke testing to save money since the estimate was considerably out of reach for the District.

The resident at 20 Linden Drive called several times in regards to the completion of the tap-in project at 21 McBride Drive. The resident's concern is about his dog getting out of his yard while the fence is down. Snow fence and t-posts were provided as a temporary structure while the fence was down; however the dog has gotten under the fence and the neighbor has complained to the resident about that situation. On Wednesday, Mr. Ingram checked on the progress at 21 McBride Road and talked with the neighbor about their responsibility to repair the resident's yard and replacing the fence. The neighbor stated that the delay was due to the rain over the weekend and that the repairs would be completed as soon as possible. Mr. Ingram agreed that the soil conditions were very poor in the area, and any attempts to finish the project would only do more damage to both properties. On Thursday the 14<sup>th</sup>, Mr. Ingram talked with the resident about the situation and apologized to him for the inconvenience. Mr. Ingram also had additional t-posts and a more rigid snow fence put in the yard to help keep the dog in its own yard.

On Tuesday the 12<sup>th</sup>, Mr. Dickey and Mr. Ramer attended a training seminar for Long Term Control Plans and MS4 in Palmyra In. they will both receive CEU points toward their certification requirements for attending.

On Monday the 18<sup>th</sup>, Mr. Dickey left work early due to a non-work related medical issue. Per the instructions of his doctor, Mr. Dickey was off work through the 27<sup>th</sup> and was cleared to safely return on that date. As a precaution, Mr. Dickey will be on light duty at least a week before returning to full duty.

Copies of the building permit have been posted in close proximity to the construction site.

Demolition to the interior of the old office has been completed. The new interior walls have been framed in and are awaiting completion.

The footer was poured on February 18<sup>th</sup>. The block layers started laying the foundation for the new building on February 22<sup>nd</sup>.

On Tuesday the 12<sup>th</sup>, Duke Power removed all existing power lines that were going to the old office building. The new service line was installed for the new office building on February 18<sup>th</sup>. The remaining parking lights will be attached to the new service.

**Mr. Herdt requested the Storm Water Report.** Mr. Wallace spoke at the Purdue Stormwater Conference (LTAP) on 2-14-13 and discussed the green infrastructure in our region (such as our award winning rain garden and Riverside Ditch projects, along with the stream restoration). After he was finished speaking, Reggie Korthals, IDEM MS4 Coordinator, spoke to those present about how OPCD and some of the other regional stormwater communities were helping lead the State of Indiana with regards to stormwater programming and projects.

The surveying is underway for the Riverside Ditch Project, Phase II;

On 2-20-13, Excel Excavating moved forward with slip-lining a pipe on North Walford Drive. This is the area that we discussed last summer. The project took slightly longer than expected. Upon excavation, it was found that the storm sewer pipe (going from the road to the rear of the lot) was constructed with metal – clay – pvc.

On 2-19-13, Mr. Wallace attended a City Drainage Board meeting. Mr. Crouch presented the findings of the Drainage Board subcommittee meeting. Information was handed out to Directors regarding the City's plans.

Parkland HR Consulting Firm contract: Mr. Wallace suggested trying this small, local company to do some HR training for our company. We would be starting with topics such as sexual harassment etc. This was tabled until the next meeting.

After searching for a new staff member, Mr. Wallace would like to re-hire Mr. Jarrett Thompson to fill the new position of full time Assistant Superintendent of the Stormwater Department. Mr. Wallace would also like for this position to start at his former rate of pay. Mr. Thompson understands that all benefits will start over upon his re-hire. After discussion, Mr. Johnson moved to hire Mr. Thompson as the full time Assistant Superintendent of Stormwater at a rate of pay of \$19.05 per hour. All other benefits, (including sick, vacation, holiday, and insurance) will be gained on schedule as outlined in the employee policy as with any other new employee. Stormwater on-call procedures will be worked out and added to the OPCD policies. Motion carried 3-0.

**Mr. Herdt requested the Secretary/Treasurer's Report.** W-2 and W-3 forms have been electronically submitted as required.

**Resolution 2013-04** was presented to approve additional appropriations for construction of the new office building as listed:

CIF Fund: \$90,000.00

Construction fund (previous water fund): \$85,000.00

Since there was no comment from the public, Mr. Johnson moved to adopt Resolution 2013-04 as submitted. Motion carried 3-0.

Mrs. Burton submitted billings for sanitary service fees for the City of Jeffersonville Fire Department on Allison Lane and the Riverside Elementary School. The Board agreed that both should be sent an annual bill at the same rate as in 2012. Fire Department \$1400.00 and Riverside Elementary School \$4800.00.

Mr. Johnson moved to approve the claims as submitted. Motion carried 3-0.

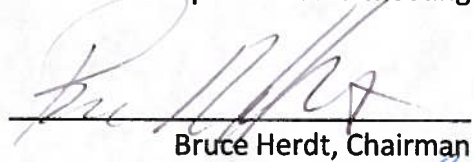
**Mr. Herdt requested any new business.** Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

Respectfully Submitted,



Amy Burton,  
Secretary of the Board,  
Oak Park Conservancy District

We, the undersigned, have examined the minutes of the Regular Board Meeting held on January 29, 2013 and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



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Bruce Herdt, Chairman



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Charlie Milburn, Vice Chairman



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Marshall Johnson, Board Member