

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

June 4, 2013  
6:00pm

The June 4, 2013 Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Bruce Herdt, 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 May 21, 2013 were approved as submitted by a 3-0 vote.

**Mr. Herdt requested old business.** Mr. Wallace will be installing the webpage software on Mrs. Burton's computer.

**Mr. Herdt requested the Wastewater Treatment Report.** On Friday the 31<sup>st</sup>, Mr. Ingram met with a representative from Rust-Oleum Industrial Coatings and discussed possible coatings for the bleach storage area. OPCD personnel will be applying the coating to the area.

Mr. Ingram has been performing video inspections of different locations throughout the collection system where there have been resent backups. A majority of the backups have been root related. Decreased performance in the pump on the sewer cleaner has not allowed the root cutter that we are using to perform to its ability. Mr. Ingram is checking on a local supplier to replace or rebuild the pump.

The Jeffersonville Street Department will be repaving Webster Boulevard in the near future. The road surface is to be cut down prior to the paving. This will not require any risers to be added to our existing manholes.

Bailey Safety conducted a safety audit of the manhole check process that is preformed weekly on Wednesday the 29<sup>th</sup>. An audit has also been conducted on the Confined Space Entry procedures that are followed while entering stations. There have been recommendations made by Bailey Safety for equipment improvements and processes changes that will make these tasks safer.

The electricians began working on Friday the 24<sup>th</sup>, and are making excellent progress. Once the electrical work is inspected, insulation and dry wall will be installed. The plumbers have roughed in the water lines in the new building.

Mr. Nathan Swinney has been working for 6 months and has met the expectations of the position. Mr. Ingram requested a wage increase for Mr. Swinney. Mr. Johnson moved to accept Mr. Ingram's recommendation to increase Mr. Swinney's wages. Motion carried 3-0.

**Mr. Herdt requested the Storm Water Report.** On 5-13-13, Mr. Wallace attended a Southern Indiana Stormwater Advisory Committee (SWAC) Meeting in Clarksville.

On 5-28-13, Mr. Thompson and Mr. Wallace met with the new education coordinator with the Clark County Solid Waste Management District.

Mrs. Burton and Mr. Wallace have worked on the spring / summer newsletter and have it at the printers. We are advertising the upcoming regional "Stormwater Awareness Week", which is June 10-15<sup>th</sup> this year. The week will end with the ORSANCO Riversweep at the Falls of the Ohio on Saturday the 15<sup>th</sup>.

Mr. Thompson and Mr. Wallace will be passing out posters and flyers about the upcoming Riversweep Event to local businesses next week.

Mr. Thompson and Mr. Wallace attended the IDEM MS4 Annual Meeting in Indianapolis on 5-30-13 (approximately 365 people were in attendance). OPCD received the following recognitions:

Certificate of Recognition to OPCD for *"Implementation of the MS4 Stormwater Quality Management Plan Associated with Illicit Discharge Detection and Elimination"*.

Certificate of Recognition to the entire Southern Indiana Stormwater Advisory Committee.

Certificate of Recognition to the Southern Indiana Stormwater Advisory Committee for *"Implementation of the MS4 Stormwater Quality Management Plan Associated with Public Education and Public Outreach that is beyond their Stormwater Quality Management Plan"*.

The SWAC and the Tippecanoe County (Purdue) MS4 programs received the most recognitions by IDEM at the meeting. In addition, our rain garden project at the Riverside Elementary School was included as part of a special PowerPoint presentation.

5-24-13: Mr. Thompson and Mr. Wallace completed a construction project at 3401 Blueberry Way. They re-graded a ditch at this property.

On 5-29-13, Mr. Thompson and Mr. Wallace completed a pipe repair at 913 Assembly Road.

Mr. Thompson and Mr. Wallace re-treated the decking on the trailers used for hauling equipment.

On 5-28-13, Mr. Thompson and Mr. Wallace conducted site inspections in the District.

On 5-31-13, Mr. Thompson and Mr. Wallace were in the District conducting several yard repairs from construction projects.

*Lancassange Drive / Creek Road:* It is currently understood, per City Code Enforcement, that the property owner is the one that had the lots cleared at this site. All the trees have been cut down. Mr. Thompson and Mr. Wallace visited this site on 5-28-13 to verify that they were not in the creek doing work.

**Mr. Herdt requested the Secretary/Treasurer's Report.** Mrs. Burton has been working on the Newsletter and pet waste brochures for the Stormwater Department.

Mrs. Burton received a Summons regarding a foreclosure on Mr. and Mrs. Huddleston of 1016 Assembly Road. All information was scanned and sent to Mr. Gillenwater.

Tax receipts were received in the amounts as follows:

Sewer General \$701,651.07

Drainage \$212,113.13

CIF \$66,510.05

Total \$980,274.25

A separate check was received for the Fields of Lancassange special assessment in the amount of \$4891.25

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

Discussion was held on the HR recommendations and the re-writing of the employee policy. Mr. Ingram and Mrs. Burton will compile a sample policy for the Board to review.

**Mr. Herdt requested any new business.**

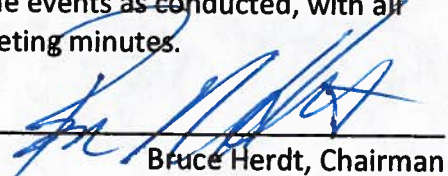
Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

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 June 4, 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

**Oak Park Conservancy District  
RESOLUTION TO AMMEND EMPLOYEE POLICY-SICK TIME**

Be it resolved by the Board of Directors of the Oak Park Conservancy District, Clark County, Indiana:

Whereas, it is the intent of the Board of Directors to provide fair and just benefits to the employees of the Oak Park Conservancy District;

And, whereas, it has been determined by the Board of Directors that the current policy of unlimited sick time for some employees may not be reasonable and just, as reported in a recent audit of Human Resource issues;

Also, reviewing the current policy on sick day availability, according to time on the job, has been determined to be a fair and adequate policy;

Now Therefore, Be It Resolved, "All hourly employees, will be able to use paid sick days based on the time on the job as outlined in the current employee policy." All other aspects of the current sick time policy still apply until amended by Resolution.

So Adopted this 18<sup>th</sup> day of June, 2013.



  
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Bruce Herdt, Chairman

  
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Charlie Milburn, Vice Chairman

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Marshall Johnson, Board Member

ATTEST:

  
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Amy Burton, Secretary of Board

**Oak Park Conservancy District  
RESOLUTION TO AMMEND EMPLOYEE POLICY  
OVER TIME PAY AND COMPENSATION TIME OFF**

Be it resolved by the Board of Directors of the Oak Park Conservancy District, Clark County, Indiana:


Whereas, it is the intent of the Board of Directors to provide fair and just benefits to the employees of the Oak Park Conservancy District;

And, whereas, it has been determined by the Board of Directors that the current policy needs clarification regarding overtime and compensation time off in regards to paid time off during a work week;

Now Therefore, Be It Resolved, "All hourly employees, will earn their choice of over-time pay or compensation time-off at a rate of time and one half of the current hourly rate for any hours **actually** worked in excess of 40 hours per week."

So Adopted this 18<sup>th</sup> day of June, 2013.



  
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Bruce Herdt, Chairman

  
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Charlie Milburn, Vice Chairman

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Marshall Johnson, Board Member

ATTEST:

  
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Amy Burton, Secretary of Board