

Oak Park Conservancy District
Board of Directors
Regular Meeting
And Final Budget Hearing for 2015
4230 Portage Place
Jeffersonville, IN 47130

September 24, 2014
6:00pm

The September 24, 2014 Regular Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Charlie Milburn, with the following persons present:

Charlie Milburn – Chairman
Bruce Herdt – Vice Chairman
Marshall Johnson - Board Member
Keith Ingram – Superintendent of Wastewater and Operations
Amy Burton – Secretary / Financial Clerk

The minutes for the regular meeting held on August 13, 2014 and August 27 were approved by a 3-0 motion and were signed as submitted.

Mr. Milburn asked if there were any public comments on the proposed 2015 Budget. Mr. Storz and Mrs. Burton had reviewed the budget documents from Mr. Cummins. It was commented that the Assessed Valuation of the District was figured considerably lower than the previous year's actual AV. This would mean that if the AV comes in higher, the OPCD tax rate will be lower than advertised. Mr. Johnson moved to approve **Resolution 2014-06** which is Form 4 "Ordinance for Appropriations and Tax Rates". Motion carried 3-0.

Mr. Milburn requested old business. Mr. Ingram and Mrs. Burton have been working on a pay scale worksheet that would give the Director's an idea of what to set the maximum salary for each staff position. This information was based on skill level and longevity of service. More research will be done.

The work at Throckmorton Park is scheduled to begin on Friday, September 26, 2014.

It has been discovered that additional work is needed in Walford Manor. Cristiani will be submitting a quote.

Mr. Milburn requested the Wastewater Treatment Report. On Friday the 5th, Mr. Smith the inspector for IDEM visited the plant. The inspection went smoothly. Mr. Ingram questioned Mr. Smith about the pending changes to the permit as it would pertain to the phosphorus testing. Mr. Smith was unsure of the actual method of testing that would be required.

On Monday the 8th, Delta Services was called in to check on possible voltage issues in the control room. During their visit it was discovered that the #2 RAS pump had experienced a failure of the mechanical seal and was in need of repair. The pump was pulled on Tuesday the 9th, and will be sent out for repairs.

The chlorine recirculation pump failed on Monday the 8th. The chlorination operation of the effluent was set up in bypass mode. A replacement pump was acquired from Watson Pool Supply

on Tuesday the 9th, and installed the same day returning the chlorine application to its normal operational status. These pumps are less expensive than the ones used in the past.

For security measures all locks throughout the district have been replaced. There is no record indicating when locks have been changed in the past.

Over the past few weeks there have been calls by residents that live around Play Land Park reporting possible sewer gas odors outside their homes. After investigating the situation, Mr. Ingram has determined that decaying plant life and soil that has become exposed to open air after Throckmorton Park was drained is responsible for the odors.

On Tuesday September 9th, Ms. Adkins and Mr. Ingram videoed the possible drain line located in the rear of the property at 24 Longview. It has been determined that the drain line empties into a possible drywell located on the property. Mr. Ingram contacted Mr. Estep to inform him of our findings. Any further actions regarding this matter will be the responsibility of the property owner.

On Monday September 15th, Mr. Ingram sent an e-mail to Mr. Rodgers at 204 Pawnee reminding him of his obligation to disconnect from our collection system once he has connected to the Jeffersonville Sewer System. A copy of the e-mail was sent to all board members and placed in the property file. Excel Excavating will be doing the work for Mr. Rodgers.

Mr. Ingram has completed the additional training required for the OSHA 30 program.

OPCD personnel participated in Fire Extinguisher training on Monday the 8th. Personnel that were in need of Fork Lift Certification were also trained on the same day.

Mr. Milburn requested the Stormwater Report. Ms. Adkins has updated/redrew the OPCD facility maps in the SMOP for the stormwater drainage and the spill response locations on the plant, adding our new office building and chlorine storage building. A new spill response map is hanging in the office trailer.

Ms. Adkins also redrew the map for wastewater infrastructure within the plant.

Pennsylvania/Sandstone Ditch

On Tuesday 9-16, Mr. Richey, Jeffrey and Eric Smith, and Ms. Adkins re-graded, reseeded, and laid erosion control coconut blanket on the eroding areas of the ditch.

Riverside Ditch

Ms. Adkins and Mr. Ingram met to nail down more details of Phase II with Mr. Eigel on 9-24. They also met HMB Engineering on 9-16.

On Wednesday 9-10 Mr. Swinney, Mr. Eric Smith, and Ms. Adkins finished clearing last section of Riverside Ditch with weed eaters.

On Thursday 9-18 Mr. Jeffrey Smith and Ms. Adkins mowed Papaw Ditch with the pull-behind brush mower.

After-Rain Checks were performed on 9-11.

On Tuesday 9-9 Mr. Ingram and Ms. Adkins took the TV camera to investigate the dry well at 24 Longview to make sure it did not drain to any of our infrastructure. The resident called us and the City of Jeff because he had concerns of not being able to sell his house due to standing water above the drywell. Ms. Adkins emailed Matt Bell to let him know we did not find any OPCD infrastructure.

The area that would be maintained by a 0-turn mower is approximately 3.4 acres. By purchasing the new mower, it would save OPCD maintenance time. No decision was made.

Mr. Milburn requested the Secretary/Treasurer's Report. Mrs. Burton has been working on updating the OPCD access database of customers. This is a very lengthy process and will verify all customers are being properly taxed for OPCD services.

Insurance bills were paid during this meeting. By paying the bills in full, the District saved \$4661.00.

Due to the increase in healthcare cost, Mrs. Burton asked the Board to consider early reimbursements for those employees that have reached the out of pocket reimbursable limits. Further research will be done on this issue.

Mr. Herdt moved to approve the claims as submitted. Motion carried 2-0.

Mr. Milburn requested any new business. Mr. Johnson did an unannounced audit of the plant operations. According to Mr. Johnson, the plant looked like it was in really good shape; it was clean, well maintained and there was no odor. He did have a few concerns regarding the lock out tag out procedures. Chains were down in some areas. Should be up for safety or at least consistent. The safety ropes at the oxidation basin need to be changed out as they are looking ragged. Paperwork/check off lists were not being used. Mr. Johnson recommended that some lists be combined to simplify the paperwork and maybe some reminder trainings on the lock out tag out process.

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

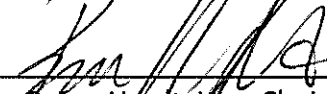
Respectfully Submitted,




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

We, the undersigned, have examined the minutes of the Regular Board Meeting held on September 24, 2014 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.



Charlie Milburn, Chairman

Bruce Herdt, Vice Chairman

Marshall Johnson, Board Member