

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

January 14, 2015  
6:00pm

The January 14, 2015 Annual 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:

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

The minutes for the regular meeting held on December 30, 2014 were approved by a 3-0 motion and were signed as submitted.

The meeting was turned over to Secretary, Amy Burton, to conduct an election of officers. A motion was made to elect Marshall Johnson as Chairman and Bruce Herdt as Vice Chairman, motion carried by 3-0 vote. The meeting was then turned over to Chairman Johnson. A motion was also made to appoint Mrs. Burton as Secretary and Financial Clerk/Fiscal Officer to the Board for 2015 at the current rate of compensation; motion carried 3-0.

**Mr. Johnson requested old business.** Capitol Hills/Senate Ditch project- Renaissance Design Build is still collecting numbers on this project and should have some cost estimates available soon.

After discussion, it was moved by Mr. Herdt to grant a 2% average cost of living increase to all employees beginning on the next paycheck. Increases (raises) will be discussed again after the May insurance renewal is finalized so that insurance rates can be considered.

Mr. Ingram met with representatives from Stantec to discuss the new phosphorus removal requirements. Currently, the new testing equipment has been received and Ms. Curtis has been trained on testing procedures. Initial tests show a 30% removal rate which will need to increase to the 80% requirement rate. It is possible that new structures will need to be constructed at the plant to accommodate the requirements.

**Mr. Johnson requested the Wastewater Treatment Report.** On January 5, Mr. Ingram renewed the support service agreement with Absolute Networking System for the 2015 calendar year.

Mr. Ingram has requested engineering service agreements from Joe Eigel and Nathan Grimes. JTL may also provide an agreement.

The wastewater treatment reports for the month of December, 2014 has been electronically submitted to IDEM. Mr. Milburn signed the file copy. There was 98% removal for both CBOD and SS and no violations were reported.

On January 8, 2015 a representative of Hach provided training for the phosphorus testing materials that will be added to the OPCD permit at the next renewal period. Ms. Curtis tested

samples from the influent and effluent to provide a beginning point for making process changes to meet the upcoming limits.

On January 6, 2015 Mr. Ingram observed the lining of a manhole for Jeffersonville by Spectra Tech. Their process is similar to the Conco Spray Solutions with the difference being in the coating material used.

On January 9, 2014 obsolete office supplies were donated to the Riverside Elementary School.

On January 14, 2015, Ms. Adkins will have worked for OPCD for 6 months. Mr. Ingram recommended the regular rate increase of \$ .25 to be included on the next paycheck. Mr. Herdt moved to accept Mr. Ingram's request, motion carried 3-0.

Ms. Curtis is working with Ms. Bailey to establish training topics and dates for the 2015 year. The scheduled trainings were presented to the Directors for review.

The Annual Fiscal Report and Narrative for the Wastewater and Stormwater Departments were presented to the Board for approval. The signed copies will be filed with the Clark County Circuit Court.

**Mr. Johnson requested the Stormwater Report.** Discussion was held as to either mail the newsletter out, or print copies to be handed out at local businesses and online. It was decided that it is better to mail out to each customer twice a year. Suggestions were made regarding the possibility of enticing interest in the newsletter by printing local coupons or articles that might interest the readers.

On December 30, 2014 Mr. Eric Smith and Ms. Adkins cleared around the outfall and drainage ditch between Sierra Ct. and Executive Ct. with the blade trimmer and hauled away the debris.

After-rain checks/inspections were completed on January 5 and 12.

On January 12, 2015, Ms. Adkins used the pole camera to view the pipe at 403 Amelie and the pipe between Taproot and Edgewood. Both had holes/failures and are placed on the list to fix.

Ms. Adkins presented a list of 2015 projects that need to be performed to the Directors.

The property on Wildwood belonging to Mr. & Mrs. Barber has a pipe that will need to be either slip lined or lined.

Mr. Grimes is preparing a cost estimate on the Capitol Hills/ Senate Ditch repair project.

During a water main repair by Sellersburg Water on January 2, 2015 the water being flushed from the hydrant off Taproot was causing water to flood in front of 149 Edgewood according to the concerned customer that called the office. The road catch basin between 149 and 143 Edgewood appeared to be clogged. Ms. Adkins contacted Mr. Bell with the City of Jeffersonville to see if they could vacuum out the pipe.

**Mr. Johnson requested the Secretary/Treasurer's Report.** Mrs. Burton continues to work on the sewer files and matching parcels to the list provided by the Auditor.

Mrs. Burton has completed all of the 4<sup>th</sup> quarter tax report and they are ready to be submitted.

Resolution 2015-01 was present to the Board for approval. This resolution sets the categorical budget transfers for the end of 2014. Mr. Milburn moved to approve Resolution 2015-01 as submitted, motion carried 3-0.

All bank statements have been balanced for the 2014 year.

A renewal contract was submitted by Mr. Gillenwater for 2015 at the same rates as 2014. Mr. Milburn moved to accept the contract as submitted, motion carried 3-0.

W-2 forms have been printed and are ready for submittal. Copies will be mailed to all employees of 2014.

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

**Mr. Johnson requested any new business.** Ms. Adkins asked for clarification on the Board's decision to compensate for meetings attended. Is this retro-active to the meetings already attended by Ms. Adkins? Mr. Ingram stated that he felt compensation should start from the last meeting when it was decided to pay Ms. Adkins for her attendance. The Board agreed. It was suggested to revise the employee policy to include compensation for employees if the Board requests their presence at meetings.

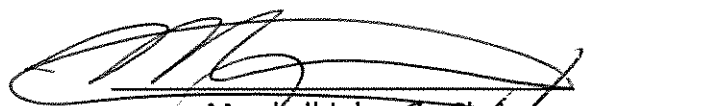
Since no other business was to come before the Board at this time, Mr. Johnson adjourned the meeting.

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 14, 2015 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.



Marshall Johnson, Chairman



Bruce Herdt, Vice Chairman



Charlie Milburn, Board Member