



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
February 24, 2016
6:00pm

The February 24 2016 Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Bruce Herdt, with the following persons present:

Bruce Herdt – Chairman
Wayne Storz– Vice Chairman
Marshall Johnson – Board Member
Keith Ingram – Superintendent
Amy Burton – Secretary / Financial Clerk

The minutes for the meeting held on February 10, 2016 were approved by motion with a 2-0 vote with Mr. Herdt abstaining due to absence from that meeting. The minutes were signed as submitted.

Mr. Herdt requested old business. The bids for the Senate/Capitol Hills project are still under review by Mr. Grimes. The past bid was \$61,700 and the new bid was \$171,000. Both bids were considerably higher than the engineering estimate.

Mr. Herdt requested the Wastewater Treatment and Stormwater Reports. On Tuesday the 16th all operational personnel were provided a booklet of documents that detail the duties and standard operational tasks for the wastewater department. Mr. Ingram is currently working on a similar document for the stormwater department.

On Wednesday the 17th Mr. Hupp was interviewed as a possible candidate to fill one of the open staff positions. Mr. Hupp will be having a second interview on Thursday the 25th.

The DMR / MRO Report for January has been submitted electronically to IDEM. There was 98% removal of Suspended Solids and CBOD and no violation during the month of January were reported. Mr. Johnson signed the copy for plant records.

On Wednesday the 18th Excel Excavating was called in to assist Aspire Industries with the reinstallation the scum box on clarifier #1. The call was made due to Mr. Ingram noticing an unsafe situation while using our excavator to maneuver the scum box into position. The repairs to the clarifier #1 were completed on Monday the 22nd. That piece of equipment was returned to service on Tuesday the 23rd.

The pine trees at Beechwood Lift Station have been removed. Mr. Ingram has also had debris removed that was in close proximity to the secondary outfall of the plant.

New Hope Services is planning to build four more duplexes in the Aberdeen Woods development and has an inquiry about sanitary service. Mr. Ingram has informed New Hope that there would be a freeze on the purchasing of taps until the pile of dirt at the norther corner was removed.

Mr. Ingram has received quotes for upgrades to the Beechwood lift station. The quoted price for a new control cabinet and pumps is \$14,566.80. Mr. Ingram estimated the total cost for the upgrades including installation not to exceed \$25,000.00.

Oak Park received two possible backup notifications from residents in the district during the last two weeks. The OPCD collection lines were found to be clear and flowing at both locations. The property owners were notified that the issues were possibly in the lateral coming from the home and that they needed to contact a plumber.

Storm-water Department

The annual MS4 meeting will be held in Indianapolis on May the 17th. Mr. Ingram plans on attending.

Mr. Ingram has asked Mr. William Gallagan to present his opinion as a contractor in regards to this project to the board members.

The pile of soil in the Aberdeen Place that is the responsibility of Mr. Lynn has been moved to the last lot (#20) in the area it was located in. Mr. Lynn has been informed that the erosion measures that were put in place were not acceptable and needed to be corrected. Mr. Lynn assured Mr. Ingram that the corrections would be made. Mr. Ingram will be following up and issuing a notice of violation if the repairs aren't completed in a timely manner.

On Feb. 16th the property owner at 404 Parker Place issued a complaint regarding damage to his yard following work performed in 2013. Ruts that resulted from the stormwater project at that time were not repaired. The property owner stated that the work was delayed due to weather and never taken care of. OPCD was granted a consent

to enter from the property owner as there is not a stormwater easement that extends to the roadway.

The property owner at 2915 Browning Place contacted the office on Feb. 27th and issued a complaint regarding standing water in his side yard. Ms. Curtis has been handling this complaint as the property owner has not been satisfied with previous staff personnel. Ms. Curtis met with the property owner on Friday the 19th to document exactly where his concerns are and to allow the property owner to provide input for the repairs.

Mr. Herdt requested the Secretary/Treasurer's Report. Mrs. Burton is working on the Annual SDAR that is to be submitted to SBA via the Gateway system. The report is due by March 1, 2016.

Mrs. Burton and Mr. Storz have been working together on discrepancies in the General Ledger. Reports have been printed as accrual basis and should be cash basis. Mr. Herdt suggested software that only allows for cash basis accounting. There are a couple of aging receivable accounts. Mrs. Burton will be making adjustments to the AR processes to make sure the accounts stay more current.

Information was presented regarding Additional Appropriations and what steps would need to be followed. Mr. Storz asked for a specific timeline of the process. It was unclear whether OPCD would need to do reporting only or the hearing and approval. More research will be done.

Mr. Storz asked for the January minutes to be added to the website.

When Mrs. Burton took over full responsibility of the budget process, the Board discussed a possible bonus when the budget was approved. Mrs. Burton suggested \$750 and possibly increasing the financial clerk pay in the future rather than an annual bonus. Mr. Johnson moved to award Mrs. Burton with a \$750 one-time bonus less tax expenses, motion carried 2-0 with Mr. Storz abstaining since he was not in office when this initially occurred. Increase in financial clerk pay will be discussed at a later date.

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

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

We the undersigned, have examined the minutes of the Regular Board Meeting held on February 24, 2016 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.



Bruce Herdt, Chairman



Wayne Storz, Vice Chairman



Marshall Johnson, Board Member