



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

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

The April 6, 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 March 23, 2016 were approved by motion with a 3-0 vote. The minutes were signed as submitted.

Mr. Herdt requested old business. Information from Cristiani Excavating has not been received yet for the Capitol Hills/Senate project.

Mr. Campbell from Stantec has reviewed lab results that Oak Park has provided and has determined that we can use alum to reduce phosphorus levels without effecting the pH levels. Mr. Ingram will be making arrangements for chemical storage and application as soon as possible.

Mr. Herdt requested the Wastewater Treatment and Stormwater Reports.

Mr. Ingram has instructed Ms. Burton to create a water meter reading list for all properties that should be billed for sewer service fees. Excluded from this list will be customers of Sellersburg Water whose water usage is being provided to us. Mr. Ingram has also instructed Ms. Burton to return to billing these customers on a monthly basis. The Board agreed to monthly billing on all accounts with the exception of the Fire Department and Riverside Elementary School.

On March 24th a letter was received from Vissing Law, LLC on behalf of Mr. and Ms. Hustler at 44 Wildwood Road seeking compensation for damages that they incurred in November of 2015. This information was forwarded to Mr. Gillenwater per Mr. Herdt's instructions. Information associated with this incident can be found in the November 18, 2015 Meeting Minutes.

Mr. Ingram has issued a Purchase Order for the new digital phone system. Board members will be provided a message center with this system and incoming messages can be automatically forwarded to the board members as a wave file.

Mr. Ingram met with Radio Land and Centrality about changes that can be made to the plant WIFI system to allow it to overlay Mr. Storz's home. We are waiting on project costs before moving forward. Dated batteries on the hand held radios were replaced.

OPCD personnel have completed a plant spring cleaning. Some items have been recycled and others have been sent to the landfill. On March 28th Mr. Ingram had the service technician from Cummings Crosspoint check out the Boom Truck. The truck has been inoperable for the past few months. It was determined that the engine had blown. Due to the age of the truck and the operational condition, the truck was scrapped and removed from inventory on April 1, 2016.

Mr. Ingram met with Dukes Root Control to review upcoming projects and make plans for additional foaming projects.

14 Linden has not paid for the tap in fee for sewer service. A notice was sent to the property owner on September 17, 2015 informing them that they had 90 days to connect to the OPCD collection system. Ms. Burton sent out another notice giving the property owner an additional 30 days from April 4th to connect to our collection system or they will be refused service and will be referred back to Jeffersonville for sewer services.

Stormwater

Mr. Ingram sent an e-mail to Ms. Stiller at Riverside Elementary regarding Earth Day activities. This year's topic is trees so Mr. Ingram will be proposing to provide some ornamental trees to be planted near the Rain Garden at the school.

Mr. Ingram met with Patrick Johnson Landscaping on March 24, 2016 to obtain quotes for different projects in the district and is currently waiting on prices.

Mr. Ingram has met with the resident from 3029 Seminole regarding drainage concerns in their yard. Mr. Ingram will be researching the best method to correct the current conditions. After discussion, Mr. Herdt suggested pictures and more research to determine what can be done to improve this area.

The resident at 1104 Acorn Drive has contacted the office regarding debris left by a contractor of Duke Energy. OPCD personnel has removed some debris that posed an obstruction threat to the riverside ditch.

Mr. Herdt requested the Secretary/Treasurer's Report. Mrs. Burton has begun training in the Lab.

Mrs. Burton has been working on the sewer service fees for the churches and other tax exempt entities. Churches have been billed up to date as well as the school and the fire department. A water reading list has been created for properties in Aberdeen. All bills will be created in Excel and will not be entered into Quickbooks until they are paid to avoid any accrual entries per request from Mr. Storz.

Mr. Gillenwater responded that he has dealt with Mr. Beeler in the past and believes that a letter from the attorney will most likely result in payment. The Board agreed to Mr. Gillenwater sending a letter.

All quarterly and monthly reports along with payments have been submitted at this time.

Mrs. Burton attempted to update the minutes on the website and ran into some issues. More work on the website is planned for the upcoming weeks as time permits.

Mr. Storz reported that the drainage and sewer bank accounts have been balanced and squared away. The loan in 2014 was paid back a few days after the loan was made.

Mr. Storz recommended that the books be balanced by hand prior to reconciliation in the computer.

A check register printout will be provided at least once a month during the meetings for the Board to review.

Mr. Herdt suggested Mrs. Burton be placed on a probationary status for 6 months with notes being placed in her employment file, the Board agreed. Mr. Herdt also instructed Mrs. Burton not make corrective entries in the computer, instead she should change the original entry so that it is correct.

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

Mr. Herdt requested any new business. Mr. Ingram is wanting to schedule a meeting with the State Board of Accounts to discuss streamlining the payables process so that entries are not being taken from both sewer and drainage accounts on one invoice. Mr. Storz mentioned he would like to be present at the meeting.

Mr. Herdt stated that he wanted the Stormwater Technician filled soon. The Board discussed they would prefer someone with some college experience as students tend

to have more experience with computer skills and report writing. The job will be advertised at local colleges and on a pay to advertise website such as Monster.com or something similar.

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 April 6, 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