



4230 Portage Place
Jeffersonville, IN 47130
www.oakparkcd.us
812-283-3960

**Annual Business Meeting/Election
Oak Park Conservancy District, Board of Directors
January 13, 2016 @ 6:00pm**

The January 13, 2016 Annual Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Marshall Johnson, with the following persons present:

Marshall Johnson – Chairman – Board Member
Bruce Herdt – Vice Chairman - Chairman
Charlie Milburn - Board Member
Keith Ingram - Superintendent
Amy Burton – Secretary / Financial Clerk
Wayne Storz – Board Member – Vice Chairman
Cara Burden-Election Clerk
William Conn- Election Clerk
Jennette Burke- Election Clerk
David Blankenbeker, Guest

The minutes for the meeting held on December 30, 2015 were approved by motion with a 3-0 vote, and were signed as submitted.

Between the hours of 8:00am and 6:00pm on this 13th day of January, 2016, an election for Directorship of Area 1 of the District was held in the District Office located at 4230 Portage Place, Jeffersonville, IN 47130. The three clerks; Cara Buden, William Conn, and Jennette Burke were present for the entire election process along with the Secretary of the Board, Amy Burton. Polls were declared closed and the annual meeting was called to order at 6:00pm by Chairman Marshall Johnson. At this time, the locked ballot box was unlocked and Mrs. Burton read aloud the ballots while the election clerks tallied the votes with the results being: Mr. Storz received 12 votes and Mr. Milburn received 8 votes. The clerks and secretary of the board signed a Certificate of Election naming Wayne Storz as being duly elected into the position of Director of

Area 1 of the Oak Park Conservancy District. Mrs. Burton performed the Oath of Office to swear in Mr. Storz and proper documentation was signed and witnessed.

Mr. Johnson turned the meeting over to Secretary Burton to hold an election of officers for the 2016 Board Members, results are as follows:

Chairman – Bruce Herdt

Vice Chairman – Wayne Storz

Board Member- Marshall Johnson

The meeting was then turned over to Chairman Bruce Herdt. The first order of business was to appoint Secretary and Financial Clerk. After discussion, Mrs. Amy Burton was appointed as Secretary and Financial Clerk of the Board for 2016. Compensation will remain the same as 2015.

Mr. David Blankenkemper was present to discuss the Wathen Ridge 3 Development plans. After discussion, the Board agreed to authorize Mr. Ingram to sign the IDEM permit on behalf of the Board once Mr. Blankenkemper receives approval from the water utility. Mr. Blankenkemper stated that he will be comparing OPCD and City of Jeffersonville drainage and erosion control requirement and will use the most stringent measures to ensure compliance.

Mr. Herdt requested old business. Mr. Storz moved to increase the starting wages for the laborer's position to \$13.00 per hour and to increase all current employee hourly rates by \$.50, motion carried 3-0.

Mr. Storz also moved to compensate employees for passing wastewater certifications: Class 1 certification will receive a \$200 bonus, Class 2 certification will receive a \$400 bonus, and Class 3 certification will receive a \$600 bonus, motion carried 3-0.

Mrs. Burton has sent out five letters with agreements to pay for missed SSF. One agreement and payment has been received. Any owner not responding to the request will have full amount due added to the next property tax bill.

Mr. Steve Lee has signed the 2016 DE contract for Chemical Resources. Mr. Herdt signed the contract on behalf of Oak Park.

Mr. Grime has placed a Notice to Bidders in the News and Tribune for the Capitol Hills/ Senate project. Bid openings will be held on February 10, 2016.

Mr. Herdt requested reports for Wastewater and Stormwater. Both individuals that filled out applications on December 17th were contacted for scheduling interviews on the 8th. Messages were left with possible dates along with instruction to contact Ms. Burton

to confirm the appointments. One of the candidates indicated they would be at the office on the 11th at 10:00 am but failed to show.

Ms. Curtis, Ms. Burton and Mr. Ingram met with a possible insurance agent for the renewal in May of this year.

The MRO and DMR reports for December were successfully submitted to IDEM electronically on January 8th. There was a 98% removal of CBOD's and 98% removal of Total Suspended Solids. There were no violations during the month of December. File copies were available for Mr. Herdt to sign.

ESTES Waste Solution dropped off the dumpster for hauling the sludge solids on December 31st. The dumpster for Corydon Regional was removed earlier the same day. So far, things are going well with the switch to Estes. They use the liners in the containers as they did in the past.

There is 1 delivery of DE pending from the 2015 contract. Mr. Lee with Chemical Resources signed the 2016 contract on Tuesday the 5th a list for DE deliveries was given to him for the 2016 calendar year at that time.

ATT was contacted regarding issues with the alarm line for the plant on the 8th. Minor repairs were made to the line.

The property owner for 3601 Utica Pike visited the office on Thursday the 7th regarding concerns over the fees paid to Oak Park for services, and asked to be put on the agenda for this meeting. Ms. Ditch visited Mr. Herdt and Mr. Moore with the City and was not present at the meeting.

Ms. Curtis is working with Ms. Nancy Bailey on safety trainings for the 2016 calendar year.

STORMWATER:

The Annual MS4 report has been completed and was ready for signature by Mr. Johnson at the meeting. The report needs to be submitted by the January 15th deadline.

On Thursday the 7th OPCD personnel began clearing the plants that are restricting the water that flows through the Indiana Hills area. The obstruction is located off Lutz lane.

Mr. Bell was contacted on Friday the 8th and was asked to evaluate the condition of the catch basins at 223 Riverwood and 303 Fairwood prior to the planned CIPP work for those locations. Mr. Ingram was informed any work done at those locations would not disturb the repairs Oak Park is having done.

Mr. Herdt requested the Secretary/Treasurer's Report. Mrs. Burton has been researching the process of encumbering funds from one year to the next. According to

Ms. Stockhof, DLGF, when funds are encumbered, you must have an invoice, purchase order, or contract specifying the purpose of the funds. Various projects that may be available for this were mentioned. Rainy Day funds can be used, however; the funds must be budgeted in order to use them (2017 would be the soonest the funds could be used). Additional appropriations could be used by creating a list of projects or purposes for the funds to be used. Any of these options would allow for funds to be used without it affecting the current budget since the cash is on-hand.

Mrs. Burton has completed the end of year filings for Kentucky and Indiana W-2/W-3 submissions as well as other quarterly, monthly, annual reports. The SSA website was down so Mrs. Burton will submit to that site when it is available. Once all submissions are complete, W-2's will be released to employees.

Resolution 2016-01 was submitted to perform Categorical Transfers for the 2015 budget. Mr. Storz moved to approve the resolution as submitted, motion carried 3-0.

Payroll information has been updated for all OPCD personnel including paid time off, insurance, and taxes.

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

Mr. Herdt requested any new business. Mr. Ingram presented the 2016 Stantec service agreement for MS4 support. This agreement expires in January 2016. Mr. Storz moved to accept the contract as submitted, motion carried 3-0.

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

Respectfully Submitted,

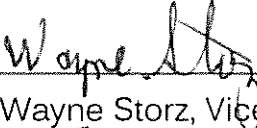


Amy Burton,
Secretary of the Board,
Oak Park Conservancy District

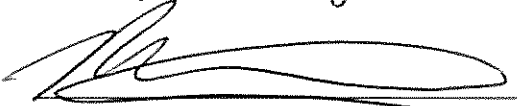
We the undersigned, have examined the minutes of the Regular Board Meeting held on January 13, 2016 and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Wayne Storz, Vice Chairman



Marshall Johnson, Board Member