



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
March 9, 2016
6:00pm

The March 9, 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 24, 2016 were approved by motion with a 3-0 vote. The minutes were signed as submitted.

Mr. Herdt requested old business. Mrs. Burton reported that the 2015 Annual SDAR (Special District Annual Report) was submitted through the Gateway system by the March 1, 2016 deadline. All accounts were balanced prior to the submittal. The attestation form was mailed.

Mr. Herdt requested the Wastewater Treatment and Stormwater Reports. On March 1, 2016, Ms. Burton and Mr. Ingram met with Ms. Cathy Stockhoff from the DLGF regarding the additional monies in the cash accounts. The process for additional appropriations were also discussed.

Mr. Ingram has submitted an updated revision of the employee policy for the review of the board. Items have been removed that have been adopted through resolutions over the past few years and some changes reflect the current method of operation. A few revisions will be made prior to adopting the revised policy as a whole through resolution.

The DMR and MRO have been electronically submitted for February. There was 1 SSO reported at 1003 Senate Avenue during this reporting period. There was 97% removal of suspended solids and 98% removal of CBOD. Mr. Storz signed the copy for company records.

Mr. Ingram order the new control cabinet for the skimming pit on February 29 and is getting quotes for upgrading the guide rail system for the pumps. Mr. Ingram hopes to complete this project within the next 30 days.

Both pumps in the holding tank failed to operate on February 29 and prevented processing of sludge on that day. The upper pump was replaced with a stock pump and the lower pump was pulled for evaluation.

Mr. Ingram contacted Latco Construction on the 2nd to get a repair cost for damage to the siding on the office building. There are two small holes in the siding.

Mr. Milburn reported that the property at 25 Linden was requesting a variance to install a fence and a building in the rear of the property. Mr. Ingram has contacted the Jeffersonville Planning and Zoning department in regards to the sanitary line that runs in the rear of that property. Mr. Ingram is waiting for contact information for the property owner so he can directly discuss their request.

The property owner at 1021 Presidential had a repair performed on March 4th. There was a repair to the lateral of the property in the past at that address and at 1019 Presidential. It appears that both repairs may have not been permitted or inspected by OPCD. The current repair corrected issues with both laterals.

The property owner at 33 Wildwood reported a sink hole on the ditch line beside the road on the 26th. It was reported that a car had ran off the road during slick road condition and that there was possibly a cleanout located in the area. Mr. Ingram inspected the lateral with a push camera and found that the cleanout tee was damaged and that repairs were needed. The property owner has been informed of the needed repairs. The owner was also referred to Resolution 2001-07 which clearly states that the homeowner is responsible for the lateral line up to the main line connection.

Mr. Cody Hupp was offered a position on March 4th and accepted the job offer. Mr. Hupp's first day of employment was on Monday March 7th.

Bailey Safety conducted Fall Prevention Training on Friday the 4th for all OPCD personnel.

Mr. Ingram attend a SWAC meeting on February 25th in Clarksville. It was mentioned that IDEM is considering issuing permits to the MS4's that will be more tailored to the services that each on provides and less of a general permit.

Mr. Ingram will be meeting with David and Sons regarding tree removal in drainage areas that may be a safety issue or time constraints and available personnel will hinder the project being done.

Mr. Ingram met with Chris Jackson on March 7th to discuss the Capitol Hills Drainage Project. Mr. Jackson informed Mr. Ingram that Cristiani would be willing to complete the project for a 3% increase over their initial bid submitted. Mr. Jackson would like to do the work in July or August.

Mr. Ingram met with the resident at 3401 Blueberry Way on the 25th about standing water in the rear of the property. Mr. Crouch contacted me on the 4th about the same issues and how they were impacting the residents in the Wooded View Apartment Complex. Mr. Ingram is looking into repairs to that area that will help move the stormwater to a nearby catch basin.

It was discussed that changing the structure under the road at Laurel Drive and separating the drainage in that area may reduce the flooding in the Acorn Park area. It will be researched as to what level of services each member of the Inter-Local Agreement will provide for this project.

Mr. Herdt requested the Secretary/Treasurer's Report. Mrs. Burton presented Resolution 2016-02 Business Purchasing and Credit Card Policy for the Board to review. The SDAR has a risk assessment portion which recommends a credit card policy be implemented. The resolution will be reviewed prior to the next meeting.

Information from Humana has been forwarded to Tracy Hardin for review prior to the May renewal date. Ms. Hardin will meet with Mr. Ingram, Ms. Curtis, and Mrs. Burton on March 20, 2016.

Mrs. Burton has submitted the Humana Employee Confirmation via fax as required annually for the Affordable Care Act.

Mrs. Burton is working on a receivables process that will eliminate errors. She has been watching video trainings on Quickbooks to learn more about the software capabilities.

Mr. Storz reported that the 39degrees North website does not show the Car Wash having any recent changes in ownership. Mrs. Burton will be contacting the original owner regarding the past due excess usage fees. Mrs. Burton will also research the possibility of adding excess usage fees onto the tax bill.

Mrs. Burton will be mailing the annual bills for the school and fire department for 2015 and 2016. Noah's Ark is billed monthly based on water usage.

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

Mr. Herdt requested any new business. Mr. Johnson suggested that tablets or iPads be purchased for the Board to use to review documents pertaining to Oak Park business. The cost will range from \$250-\$550 per tablet. Since Mr. Herdt has his own personal tablet, the District will purchase two new tablets for the other Board Members.

Mr. AJ Richey was present and addressed the Board regarding his interest in the Stormwater position. He asked for the opportunity to switch departments. Mr. Herdt said the Board and Mr. Ingram would need to discuss the situation before any changes are made. Mr. Herdt also stated that the open position at this time is for a laborer, with possibilities of being promoted after time on the job.

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

Respectfully Submitted,

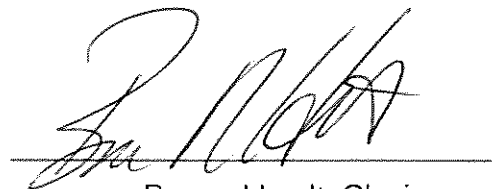


Amy Burton,

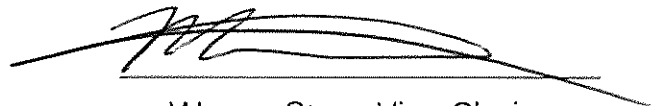
Secretary of the Board,

Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on March 9, 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