



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Annual Business Meeting
January 10, 2018
6:00pm

The January 10, 2018 Annual 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
Marshall Johnson– Vice Chairman
Wayne Storz – Board Member
Amy Burton – Secretary / Financial Clerk
Keith Ingram – Superintendent

There were no guests present at the meeting.

The Minutes for the meeting held on December 28, 2017 were approved by motion with a 3-0 vote and signed as submitted.

An Order Dispensing with 2018 Election and Declaring Sole Nominee Qualified to Serve as Director was submitted to the Circuit Court and approved by the Honorable, Andrew Adams, Judge. Marshall Johnson was administered the Oath of Office and will serve as Director for Area 3 of the Oak Park Conservancy District.

The meeting was then turned over to Mrs. Burton for an Election of Officers. Mr. Storz made a motion to keep Mr. Herdt as Chairman and Mr. Johnson as Vice Chairman. Motion carried 3-0. The meeting was turned over to Chairman Herdt.

Mrs. Burton was appointed as Secretary and Fiscal Officer of the Board. Compensation will remain the same as previous years.

Mr. Herdt requested old business. A usage bill was received for the Xerox copier in the amount of \$2.82 for the months of October, November, and December. Since the equipment was used through the end of October, the bill was paid.

Delta Services has been performing various work at the stations and on the plant as needed.

The new skimming pump has been received.

The force main relocation project with the Corp of Engineers will be added to the list of open items under engineering.

The City of Jeffersonville has one additional driveway on Park Lane to install a culvert under. Once that drive is finished the first phase of the proposed work to be performed in the Beechwood Road area will be complete. The property owners have been informed that the repair work to the asphalt and cement driveways will be completed as weather permits. Mrs. Burton has created a spreadsheet to track expenses incurred and paid by OPCD.

Mr. Herdt requested the Wastewater and Stormwater Reports. Mr. Ingram has begun working on the annual narratives for the wastewater and stormwater departments. The narratives will be completed following the annual meeting for 2018.

On January 5th Mr. Gillenwater emailed a response to Mr. Applegate from Applegate Fifer Pulliam LLC in regards to the records request for 2611 Utica Pike. The letter explained that a more specific detail of records requested was needed. A representative of the Firm visited the office on January 10th stating that he had an appointment made through Mr. Gillenwater to review records. He also stated that several attempts were made to confirm the appointment with Mr. Gillenwater but there was no response, Mr. Gillenwater was out of town during the time and did not receive the message requesting the appointment. Mr. Ingram informed the gentleman that the staff was unaware of the appointment and the records would need to be pulled from storage. He was asked to come back the following day to allow time for the records to be pulled since the staff, at the time, were busy with operational issues and preparing for the meeting to be held later that evening. An appointment was scheduled for January 17th at 10am so that the he could return to review the documents.

On January 5th Mr. Swinney and Mr. Ingram visited the South Dearborn Regional Sewer District in Lawrenceburg, Indiana to inspect the performance of a Huber Screw Press. During the visit the press was operating at a feed rate of 65 gpm of sludge flow (31,200 gpd) and had a current draw of 2.5 amp. The polymer usage rate was 2.5 gallons per

hour. In comparison our sludge processing rate is currently at 14,000 gpd, a decrease of 30% of our normal rate of production. Each Alar vac has a minimal current draw of 42 amps while operating. The estimated cost of materials needed per day for processing is \$445.00 for DE and \$57.00 for polymer, a potential reduction of 80% in the processing cost of sludge and a possible 50% increase in the sludge production. These numbers are based upon collected data and current material pricing. The Board advised Mr. Ingram to get the list of projects for 2018 together and this equipment should take priority due to the daily savings opportunity.

Frigid conditions created operational challenges throughout the plant over the past two weeks. Frozen surface water on the basin and clarifiers have had some adverse effects on ammonia readings. As the temperature increases these conditions will subside.

The new forklift was delivered on December 27th. Two propane tanks were purchased from AIRGAS. The annual rental cost of the tanks justified the purchase. The tanks will be exchange at the time of filling and eliminate any maintenance to be paid for by OPCD. Mr. Storz questioned why the forklift was propane compared to gasoline, Mr. Ingram responded that the production time was better for the propane equipment.

On December 27, 2017 both pumps at Beechwood Station were pulled due to debris clogging the pumps. Delta Services assisted with the pulling of the pumps.

On December 29th the sewer cleaner failed to properly operate. A closer inspection found that a failure of the POT components were the cause of the failure. Replacement components were ordered from Palmer Johnson Power Systems to rebuild the PTO unit. OPCD personnel performed the repairs to the sewer cleaner and returned it to an operational condition on January 3rd. During the time the sewer cleaner was not operational, Mr. Ingram had made arrangements with Mr. Shepard to provide support if it were needed.

The property owner at 308 Webster Blvd reported a possible backup in the main line. OPCD personnel responded and found the lines were clear and flowing. A further investigation revealed that this home was on a common line with 310 Webster Blvd and an obstruction in the common line may be the cause of the issues within the home. The collection line at that location was video inspected during the week of January 8th and a crack on the sewer line just past the manhole was discovered. This area will be added to the 2018 list for CIPP treatment.

Bailey Safety conducted a safety audit on January 3rd. There were minor issues found and have since been addressed.

On December 27, 2017, Excel Excavating completed repairs to the discharge apron of the box culvert from 602 Webster Blvd into the Pampaw ditch. This area will be inspected by video to see if any further work needs to be scheduled.

On Wednesday the 27th Mr. Grimm at 700 Webster Blvd reported that the concrete truck that was used for the apron repair at 602 Webster had improperly washed his truck onto his property. Mr. Ingram contacted Excel regarding this matter and has requested that the area be cleaned of debris.

Mr. Herdt requested the Secretary/Treasurer's Report. The December 2017 Bank Accounts have been balanced. The new interest rate is now in effect. Chad with WesBanco is researching why service fees continue to be charged on the Sewer and CIF account. November and December charges have been removed in January.

Mrs. Burton presented Resolution 2018-01 for approval. This resolution is for categorical transfers for line item budgets for the 2017 ledger. Motion was made by Mr. Storz and approved with a 3-0 vote.

The 2018 Budget has been successfully entered into gateway.

All quarterly and monthly tax forms have been completed and submitted as required. W-2 forms have been properly disbursed.

Mrs. Burton presented the 2018 contract for Attorney serviced from Mr. Gillenwater. There was no change in the hourly rates. The Board approved the contract and Mr. Herdt signed on behalf of the Board.

Mr. Storz made a motion to approve all submitted claims and financial reports, motion carried 3-0.

Mr. Herdt requested any new business. Mr. Ingram reported that he had decided to not grant cost of living raises this year and instead wanted to base the raises on merit. Mr. Ingram recommended that Tyler Trich, Jennifer Hostetler, and Nathan Swinney all be granted a \$.25 per hour increase. Mr. Johnson moved to approve the increases, motion carried with a 2-1 vote with Mr. Storz voting against as he felt Mr. Swinney should receive more than what was requested. The increase will begin with the next pay period.

Mr. Ingram presented a Foreman's report on behalf of Mr. Swinney. The report highlighted completed projects and tasks and also the planned projects and tasks to be handled in the near future. Mr. Johnson suggested adding glass replacement for the old lab building windows. Mr. Ingram stated he would be looking into the replacement of all windows on that building.

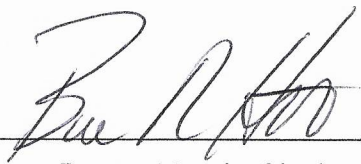
Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

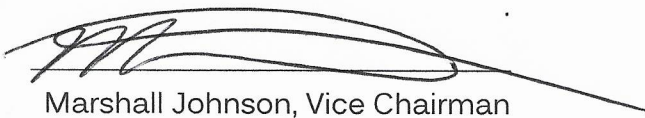
Respectfully Submitted,

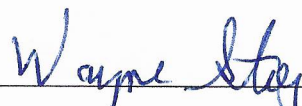


Amy Burton,
Secretary of the Board,
Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on January 10, 2018 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

Marshall Johnson, Vice Chairman

Wayne Storz, Board Member