



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
March 18, 2020
5:30pm

The March 18, 2020 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
- Marshall Johnson– Vice Chairman
- Wayne Storz – Board Member
- Keith Ingram – Superintendent
- Amy Burton- Secretary / Financial Clerk

The Minutes for the meeting held on February 19, and March 4, 2020 were approved as written.

Mr. Herdt requested old business. Discussion was held regarding the Estes/Pfau lawsuit. R & S Developers was eventually merged with DHS. The dedicated easement will be on hold until the situation with the companies are worked out.

On behalf of Mr. Burdin, Mr. Ingram presented a list of problem areas in the district that will be having drainage work performed over the next several months.

Since there has been no response to the Legal service advertisement, the Board agreed that Mr. Gillenwater's contract should be revised to cover every day legal issues, in the event of litigation, representation must be approved with prior written consent from the Chairman of the Board to alleviate any possible conflict of interest.

Mr. Ingram will be performing employee evaluations in the upcoming days.

The Board agreed by motion and 3-0 vote that Mr. Ingram should move forward with the Grit System upgrade.

All other business was discussed during the department reports.

Mr. Herdt requested the Wastewater and Stormwater Reports. On March 2nd the 2020 version of QuickBooks was ordered for accuracy with our accounting and payroll needs. The program has been updated on all relevant desktops.

On March 9th Mr. Ingram received a call from Donna Ennis from American Water regarding the 20" raw water main in the south western section of the district. Mr. Ingram was instructed to request locates to obtain the actual location of that utility. The main was located on March 13th. The location of the main will be documented and added to our ArcGis program. It was discovered that Indiana American Water has a 20-inch raw water main that runs directly under the pool house located at 2611 Utica Pike.

On March 13th Mr. Ingram was informed that Mr. Burdin was having issues with his insurance benefits. Mr. Ingram contacted Ms. Hardin regarding this issue. Mr. Burdin was contacted by the insurance representative and assisted with correcting some of issues he has experienced.

On March 2nd Ms. Burton experienced issues with her computer that affected her ability to perform her daily tasks. Crystalink was called to address those issues. After reinstalling key software and resetting the server and supporting equipment, Ms. Burtons pc began operating properly.

On March 3rd Aspire Industries pulled the skimming pit pump for repairs and rewinding.

On March 2nd Beckmar Lab collected samples for the IDEM required quarterly testing.

On March 4th Mr. Ingram purchased new forks for the Bobcat. The set that was previously being used were damaged and created an unsafe operating condition.

On March 5th Stemler Plumbing was contacted about testing the new PRV on the plant water line. The testing was performed on Wednesday March 11th. The report will be provided to Watson Water for their records.

On March 5th the 1500 Silverado and the 2500 Silverado were taken to Tony's auto for repairs. It was found that the top of the fuel pump on the 2500 was damaged and needed to be replaced. The 1500 however was determined to have electrical issues and would need more diagnosis to determine the actual cause of its ongoing problems. Mr. Ingram recommended a replacement of the 1500 Silverado due to the electrical issues. A quote was presented from Coyle for a 2018 flatbed truck for \$35,486.00 including trade in of the 2008 Chevrolet 1500. The Board approved the purchase with a 3-0 vote. Mr. Ingram will be looking into the possibility of installing a boom to the new vehicle.

On March 2nd Mr. Ingram was contacted by JTL regarding the planned improvements at Allison Lane Lift Station. Mr. Ingram requested that a revised quote be submitted reflecting a retrofit of the existing station as opposed to a complete removal and new construction. We have yet to receive the updated quote. This project and the grit system repairs should be completed in 2020 as the funds are available.

Ms. Fields is completing her fourth month of employment and has been meeting the expectations of the position. Mr. Ingram requested to move up the proposed wage increase for her six-month evaluation period to take effect during this current pay period. Mr. Storz moved to increase Ms. Fields hourly rate by \$1.00 effective immediately, motion carried 3-0.

On March 10th OPCD personnel cleared debris in the rear easement between Capitol Hills Drive and Pennsylvania Ave. Multiple sinkhole were found over the drainage pipe in that location. Repairs will be scheduled as soil conditions improve in that area.

On March 13th OPCD personnel cleaned the culverts along Forest Drive and Hawthorn Lane to remove obstruction that may be impeding the flow of stormwater in that area.

On March 5th Mr. Ingram gathered more information regarding 3305 Castlewood Lane. On March 12th Mr. Ingram met once again with the property owner to discuss the drainage situation on the property and possible solutions. Mr. Ingram will review the options for resolving this ongoing problem.

On March 2nd Mr. Herdt and Mr. Ingram met with representatives of the City of Jeffersonville and discussed drainage solutions in the Oak Park subdivision. The conversation focused on the roadside drainage issues in the area of Forest Drive from Beechwood Road to Vissing Park and Hawthorn Lane. The City committed to prioritize the work needed in these areas. On March 12th OPCD personnel began work in the Hawthorn Lane area cleaning sediment from the drainage ditch on the north side of the street as agreed during the meeting with the city March 2nd. To ensure accuracy OPCD obtained a grading system to be used in conjunction with our existing excavating equipment.

Mr. Herdt requested the Secretary/Treasurer's Report. The Bank Statements for all accounts have been balanced for February 2020. Mr. Storz signed off on the statements.

The 2020 QuickBooks version has been installed and appears to be working on the three office computers.

Ms. Burton received an email from the SBA regarding the Covid 19. An emergency plan should be in place to address any issues that may arise due to the countrywide pandemic. The information was forwarded to Mr. Ingram and Mr. Herdt.

Reusable tote bags were ordered to use for the Earth Day giveaways and other school functions.

There has been no response from the SBA regarding the credits on the Chemical Invoices. The payment and the refunds for totes causes the expense line to be incorrect and allows for less spending in that category. Mrs. Burton will follow up before the next meeting.

Mr. Johnson made a motion to approve all submitted claims and financial reports, 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
Secretary & Financial Clerk,
Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on March 18, 2020 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