



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
July 22, 2020  
5:30pm

The July 22, 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  
Wayne Storz – Board Member  
Marshall Johnson– Vice Chairman  
Keith Ingram – Superintendent  
Amy Burton- Secretary / Financial Clerk

The Minutes for the meeting held on July 8, 2020 were approved as written.

**Mr. Herdt requested old business.** Discussion was held on the updated Election procedures. No final decision made.

Mr. Elder has filed a Motion to Dismiss on behalf of OPCD in the 2611 Utica Pike lawsuit. Mr. Herdt reported that a response to the motion stated that the Applegate group was unaware of the changes in ownership.

The grit removal system has a 4-month projected delivery date for the new equipment.

Mr. Herdt suggested that back-ups to the computer system be added to the old business as a reminder to ensure updated information is kept on a removable drive.

**Mr. Herdt requested the Wastewater and Stormwater Reports.** On July 6<sup>th</sup> the office server was not working, Crystalink was contacted to address the issue. It was found that one of the hard drive arrays had failed. On July 8<sup>th</sup> a purchase order was issued to replace the failing server and make needed repairs to the existing office equipment during the week of July 13<sup>th</sup>. On July 17<sup>th</sup>, prior to the migration of the records to the new server, the old system was hacked and all records on the server and all connected computers were encrypted and inaccessible. Crystalink worked to restore workstations to a usable condition and then completed the installation of the new server. The hard drives on Mrs. Burton's and Mr. Ingram's desktops were replaced with the hopes that the encrypted data could be recovered at a future date. Crystalink is continuing to address any operational issues that may arise following the network upgrade.

On July 8<sup>th</sup> Mr. Ingram submitted the DMR/MRO for June. There was one weekly ammonia level violation reported. There was 98% removal of CBOD and 96% removal of Suspended Solids. The required quarterly report was also submitted with the June reports.

On July 8<sup>th</sup> Mr. Ingram spoke with Kevin Stark from IDEM regarding the removal of grit from the basin. He was unaware of any systems that have had grit removed while the system is online. Mr. Herdt provided a contact for a company in Georgia that provides this service. Mr. Ingram contacted the company on July 9<sup>th</sup> and received a follow up call on July 13<sup>th</sup> from the company owner. Mr. Ingram will be providing depth readings of the basin and will receive an estimate for the removal of the grit. OPCD will be responsible for the disposal of all material that is removed.

On July 7<sup>th</sup> Aspire Industries replaced the oil pressure switch on platform aerator #2. The aerator had been dropping out of service and troubleshooting indicated an issue with the pressure switch. Following the replacement there has been no further issues with the operation of that piece of equipment.

On July 7<sup>th</sup> Mr. Ingram met with a representative from GottaGo Dumpster Service regarding sludge hauling. It was confirmed that Corydon Regional is still operational and would be interested in receiving our processed sludge. Mr. Ingram is awaiting a cost proposal for their service.

On July 6<sup>th</sup>, QK4 was instructed to move forward with the designing of a replacement operational structure for the Lancassange lift station.

On July 10<sup>th</sup> Excel Excavating repaired a section of the collection line at 147 Forest Drive. OPCD personnel dye tested a sinkhole at that location and confirmed there was infiltration into the sanitary main lines. Flow rates following rain events will be monitored to determine how recent repairs have reduced infiltration.

On July 8<sup>th</sup> Ms. Fields submitted a resignation notice due to personal reasons. Mrs. Fields last day of employment was July 15<sup>th</sup>. Mr. Ingram has offered the open position to someone with a start date of August 17<sup>th</sup>.

During the week of July 13<sup>th</sup> OPCD personnel performed a drainage repair at 225 Forest Drive. A drainage path was created from the rear of the property to the front drainage area. The property owner provided a working easement. The project will improve the rear easement to at least 6 properties.

The cleanout at 11 Hawthorne Drive has been relocated out of the drainage area. The drainage work along Hawthorne drive is now complete.

Mr. Stone, City of Jeffersonville Drainage Board, has approached Mr. Burdin regarding shared projects within the District. Mr. Ingram recommended that Mr. Stone attend a meeting to make his proposal to the Directors for consideration.

**Mr. Herdt requested the Secretary/Treasurer's Report.** Upon Mr. Storz recommendation, a memo for the clerk's office was presented for approval. The memo is a reminder that Minutes of the Board need to be sent to Board members no later than the Friday before the next meeting and that payables will be processed and ready for approval before 4pm of the meeting day. The memo was signed and will be displayed in the financial office.

All financial documents used to prepare this meeting had to be re-created. Mrs. Burton is still working out some minor issues with the QuickBooks program. The payroll was processed on time.

Mrs. Burton has created a form to be filled out by employees any time a change is requested for payroll. It was suggested to have all employees to fill out new WH-4 forms.

A motion to approve all submitted claims and financial reports was made and carried with a 3-0.

**Mr. Herdt requested any new business.** Mr. Storz recommended that a check off sheet be used to verify everything is completed prior to the meetings.

Mr. Johnson has been having issues opening emails. All reports sent to Mr. Johnson will be sent to his ATT account and will be in PDF form.

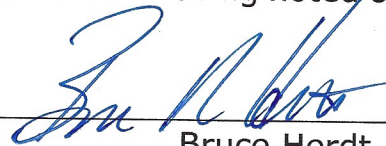
Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

Respectfully Submitted,

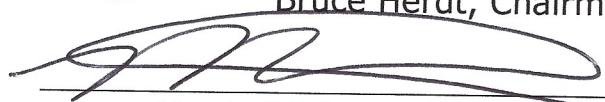


Amy Burton  
Secretary & Financial Clerk,  
Oak Park Conservancy District

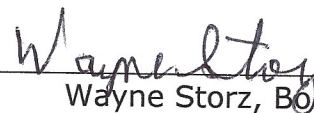
We the undersigned, have examined the minutes of the Regular Board Meeting held on July 22, 2020 and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Wayne Storz, Board Member