



WASTEWATER / STORMWATER

Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
September 2, 2020
5:30pm

The September 2, 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 August 19, 2020 were approved as written.

Mr. Herdt requested old business. Mrs. Burton has been working on submitting the necessary forms for the 2021 Budget.

Locates have been received for the property owned by Mr. Adam Estes at 2611 Utica Pike.

Mr. Ingram reported that Mr. Rob Huckaby will be leaving QK4 in the next few weeks. Other engineers with QK4 will be taking over the station upgrades as well as the SWAC support.

The #4 floating aerator has been set back in place at this time.

Mr. Ingram is checking into the cost of a second Screw Press to be installed as back-up to the current equipment.

The replacement of the PLC is currently underway.

Mr. Herdt requested the Wastewater and Stormwater Reports. OPCD personnel have continued monitoring temperatures and symptoms for Covid-19. To date there have been no concerning results.

On August 18th a representative for T. Galligan Consulting & Excavating inquired about the sale of an Alar Rotary Vac. It was recommended that the interested party should submit a proposal to the board for consideration. A proposal has yet to be received.

On August 19th an email was received regarding open invoices from QK4. A quick investigation found that the invoices had been identified as spam emails. It was also found that Ms. Burton was not attached to the emails. Mr. Ingram asked that Ms. Burton be attached to all invoices and the domain name has been removed from the spam list.

On August 20th an email was sent to QK4 confirming the intent of OPCD moving forward with the rehabilitation of the Allison Lane Lift Station. Designs will be presented to the board at a 60% completion point for review.

On August 20th Pelton Environmental was contacted and an appointment was set to discuss the purchasing of an additional screw-press. Additional features were discussed, as well as the lead time for delivery. Responses to these questions will be forwarded to board members once they have been received.

On August 21st an email was sent to Mr. Ashack with the Jeffersonville Wastewater Department regarding a possible parking pad for the Lancassange Lift Station upgrades. A meeting was scheduled for August 28th. Mr. Herdt and Mr. Huckaby attended the meeting. A proposal was made by Mr. Ashack to install a fixed generator that could provide power for both lift stations during times of power outage. Mr. Huckaby will be researching the power requirements for both stations. A future meeting will be needed to discuss shared expenses for the installation, operation and maintenance of a shared emergency generator.

On August 24th it was found that the OPCD website was being redirected to a pharmaceutical website once again. Mr. Herdt was able to correct the issue and return accessibility to the OPCD website.

On August 21st Mr. Ingram contacted Integrity One Technologies about repairs need to the office Xerox printer. Information was taken and it was implied that a service agreement may be needed to evaluate the printer. There has been no further contact from Integrity One on this matter.

On August 24th all smoke detectors in the office were replace due to the age of the units.

On August 25th a purchase order was submitted to Teknon Controls, Inc for upgrading the plant controlling PLC. The reverse engineering of the existing program is underway.

On August 24th the battery on the security system DVR motherboard was replaced. C&H Security has been contacted regarding the needed upgrades and repairs to the existing security system.

On August 26th Excel Excavating reset the #4 floating aerator in the oxidation ditch. The aerator was wired in by Mr. Swinney and returned to service the same day.

On August 25th it was noticed that the recirculation pump from the sludge building was having a hard time keeping up with the effluent coming from the sludge building. A new pump may be required to handle the increased water volume once the new grit system is installed. Mr. Ingram will be contacting Straeffler Pump to get a recommendation for a recirculation pump.

The suction strainer for the sludge building water line has been removed and an inline strainer will be installed to eliminate the need for confined entries when a blockage occurs.

A new gas meter was purchased for conducting confined entries. The meters on hand are no longer performing correctly. The meter was purchased through Total Tool, formerly Bailey Tool.

Aspire Industries is in the process of repairing an old pump for the skimming pit. We are currently operating on one pump at that location.

Light fixtures on the dump truck were replaced due to water within the fixture creating a safety concern.

The resident at 512 Old Creek Road contacted the office regarding the damaged driveway at that location. The sewer line passing below the driveway had no damage that would contribute to the current condition of the driveway. A registered letter will be sent to the resident detailing the findings.

On August 17th Mr. Ingram spoke with the resident at 408 Reba Jackson Drive regarding the overgrown vegetation to the rear of the property. It was explained that there is a sanitary forced main and a stormwater easement in the rear of the property that OPCD maintains, however; all required property maintenance outside of that designated area is the responsibility of the property owner to maintain. Mr. Ingram will be meeting with the property owner to clarify OPCD's areas of responsibility.

On August 20th the resident at 144 Bittersweet Road reported water standing in the rear of the property. An investigation of the area found a serious water leak at 150 Bittersweet Road. An attempt

to contact the resident failed so Sellersburg Water was contacted, and the leak was reported to their office staff.

On August 25th Mr. Swinney and Mr. Ingram met with the resident at 55 Virginia Ave regarding water being discharged from a nearby sump pump. Upon inspection it was determined that the discharge point was not in any ordinance violation. It was recommended that the discharge pipe be extended to either the rear or front of the property and eliminate any issues with standing water.

On August 17th Ms. Guinn began working for OPCD filling the position of Lab Technician. Following two weeks of training Ms. Guinn has grasped the process for conducting the required testing procedures and is continuing to improve upon her efficiency in that position. Ms. Guinn has also been introduced to some of the clerical duties that are associated with the Lab Technician position as well her secondary position of Office Clerk. Ms. Guinn was provided keys to the plant and office on August 25th.

On August 28th OPCD personnel participated in Lock-Out / Tag-Out training. The training was conducted by Bailey Safety.

On August 20th Mr. Ingram participated in a virtual SWAC meeting. Topics included the 2020 MS4 Annual report due in 2021, virtual training opportunities and adjusting to challenges resulting from Covid-19.

The ESRI/GIS program operations have been restored with the technical assistance from ESRI. A purchase order has been issued for the annual maintenance contract with ESRI.

On August 18th the application of grass seed and erosion blanket was completed on Forrest Drive. The repairs in that area of the Oak Park Subdivision are now complete.

On August 18th Mr. Burdin mowed the property surrounding the Riverside ponds. This is part of the routine maintenance for the stormwater department and is on a biweekly schedule.

Excel Excavating completed mowing the Fields of Lancassange ditch during the week of August 17th.

On August 27th a quote for lining the 18" stormwater line passing from the catch basin at 109 Bittersweet Road to the catch basin at 139 Bittersweet Road was received from Robinson Pipe Cleaning. The stormwater pipe passes below a driveway at 109 Bittersweet and under a garage at 139 Bittersweet. There have been resent joint failures of the stormwater pipe and the quote was requested to determine the best practice for maintaining the pipe. At this time, lining is not the most economic repair option.

On August 27th a meeting with Mr. Walling and Mr. Bischof was conducted at the office. Information about repair work that the city has performed was presented. Areas of concern along with proposed improvements and needed maintenance to the existing drainage infrastructure were discussed by both parties. The condition of the receiving stormwater ditch at Wathen Park took priority as it impacts the ability for the southern half of the Oak Park Subdivision to successfully drain off stormwater. A commitment was made to quickly address the concerns within the Wathen Park area.

On August 17th the resident at 1002 Assembly Road reported debris in the tributary to the rear of the property. Mr. Burdin responded to the report and found a small branch had fallen into the waterway and required removal.

On August 17th a message was forwarded from Mr. Walling regarding easement questions made by the resident at 1215 Windmill Lane. The resident contacted the office the same day and a discussion was had regarding expanding the fenced in area of the property. I explained there was no restrictions to the rear of plat but there was a 15' drainage/utility easement on the right side of the property. There has been no request from the resident for a change to the existing fence.

On August 19th the resident at 1005 Washington Way reported a downed tree in the waterway in the rear of the property. Mr. Burdin inspected the area and reported that the tree was across the waterway and needed to be removed. A further inspection of the area is required to determine the best course of action for the removal of the tree.

On August 19th the resident at 3603 Seilo Ridge North reported logs at the bridge obstructing the flow of water at that location. The resident was informed to contact the City of Jeffersonville to have the logs removed. An email was sent to Mr. Walling to make him aware of the situation.

On August 21st the resident at 700 Webster Blvd contacted the office with concerns of a tree branch that could obstruct the flow of storm water through the Pam Paw ditch. The branch currently has not fallen from the tree but is being monitored.

On August 27th the resident at 919 Capitol Hills Drive contacted the office with concerns of the rear easement being overgrown. Mr. Burdin inspected the area and has scheduled it to be mowed as soon as weather permits.

Mr. Herdt requested the Secretary/Treasurer's Report. Mrs. Burton has been working on submission of 2021 Budget documents through GATEWAY.

Mrs. Burton received information from the SBA regarding the Federal CARES Act Fund which is a Coronavirus Relief Fund Program. After researching, OPCD does not qualify for this funding.

Plumber Supply is a company that is normally paid online. After some difficulties, it was discovered the company no longer supports the invoicing/collection business. The check was mailed.

The back-ups to the external hard drive have been backing up around 10am each day.

The quarterly reports for attendance have been redocumented on Form 99A in Excel. Each employee was notified of their remaining benefits for 2020.

August bank statements have been balanced and approved by Mr. Storz

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. Ingram reported that the 2012 Silverado vehicle continues to have mechanical issues. A quote was obtained from Coyle for a replacement vehicle. The Board agreed to move forward in replacing this vehicle.

Mr. Ingram mentioned possibly moving the meeting time to earlier in the day. After discussion, it was agreed to leave the meeting at 5:30pm.

A motion was made to pay Mr. Herdt for 4 extra meetings (meeting with Elder, 2 meetings with the City, work on website. Motion carried with 3-0 vote.

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

Respectfully Submitted,

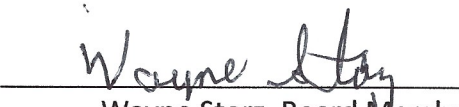


Amy Burton
Secretary & Financial Clerk,
Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on September 2, 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