



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
April 13, 2022  
5:30pm

The April 13<sup>th</sup> 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 March 16<sup>th</sup> were approved as submitted.

**Mr. Herdt requested old business.** Mr. Elder contacted Mr. Herdt to give an update on contacting the DNR regarding flat fee sanitary sewer billing. If no response is received from DNR, Mr. Elder will move forward with filing the request through the Circuit Court.

The project in the rear easement of Park Lane has begun. The pump will be installed once weather permits.

The Foreman and Assistant Superintendent reports were submitted for board review.

All other old business was discussed within the departmental reports below.

**Mr. Herdt requested the Wastewater and Stormwater Reports.** On March 15<sup>th</sup> Mr. Ingram received the proposed timeline for the Allison Lane project bidding process. The email was forwarded to all board members for review.

On March 16<sup>th</sup> the MRO DMR for February was electronically submitted to IDEM. There was a 98% removal of SS and CBOD. There were no violations during the month of February.

On March 16<sup>th</sup> there was an inspection of the Family Arc property to confirm the actual number of structures connected to the sanitary collection system. This information was provided to Ms. Burton.

On March 16<sup>th</sup> the Allison Ln Station project was listed in the DNR 30 Day Public Notice. Following this notification there have been deficiency notices sent from IDEM and the IDNR that Renaissance has addressed. The correspondences will be available at the meeting.

On March 17<sup>th</sup> Advanced Fabricators was contacted to make needed correction to their invoice for the sludge building screw conveyors. A corrected invoice was received on Friday March 18<sup>th</sup> and was processed for payment on March 30<sup>th</sup>.

On March 22<sup>nd</sup> Mr. Ingram spoke with Mr. Gillenwater regarding the easement agreement for district projects. Mr. Gillenwater wanted a clarification of what our needs are and under what conditions the agreements would be made. A proposed agreement was received from Mr. Gillenwater on March 25<sup>th</sup> for consideration by the board. The Board agreed to use the submitted agreement.

On March 22<sup>nd</sup> Mr. Ingram contacted Renaissance Design and requested a new property description for 24 Park Ln that included the addition of a five-foot easement along the Northeast side of the property. A completed description was received on April 11<sup>th</sup>.

On April 4<sup>th</sup> Ms. Burton contacted Wastewater 101 and requested dates for onsite training for the Class I Wastewater Certification. The training dates have been set for June 23<sup>rd</sup> and the 24<sup>th</sup>. It was recommended to take the test within three weeks of the training date. Manuals for the training are being printed and bound at Staples and should be completed by April 11<sup>th</sup>.

On March 16<sup>th</sup> clarifier #3 was taken out of operation for cleaning and inspection. Needed repairs to the scum arm wiper will be made while the clarifier is down.

On March 21<sup>st</sup> Hach performed the annual service on the lab testing equipment. On March 22<sup>nd</sup> Ms. Guinn reported that the phosphorus readings were more than the normal test results. Suspecting that the abnormal reading was a result of the recent service, Hach was contacted, and the issue was reported. The service technician returned and inspected the equipment that was malfunctioning and found no reason why the results had changed. After reviewing the Wastewater Standards Methods Manual it was determined that there was a machine calculation error resulting in the excess readings. On March 28<sup>th</sup> Mr. Ingram contacted Hach technical support, described the issue and was instructed to change the reporting value of the phosphorus and the issue was corrected. The recommended reporting value has been added to the SOP for the testing of phosphorus for future reference.

On March 31<sup>st</sup> it was found that the phone and internet services were out at the plant. Ms. Burton contacted Spectrum and reported the issue. Service was restored area wide later that evening.

On April 6<sup>th</sup> the standpipe on clarifier #1 became obstructed and needed to be cleared with the sewer cleaner. An accumulation of rags over the years contributed to the obstruction. Establishing a new cleaning routine for the clarifier will prevent such obstructions in the future.

On April 8<sup>th</sup> OMH Advisors submitted the MS4 NOI renewal for review. The form was available for review and signing at this meeting.

On March 16<sup>th</sup> Mr. Burdin collected elevations of the rear easements between McBride Drive and Beechwood Road.

On March 21<sup>st</sup> the resident at 24 Park Ln signed a consent to enter property for the drainage project at that location. On March 25<sup>th</sup> Excel Excavating set a drywell in the rear easement of the property. On March 28<sup>th</sup> OPCD began installing a French Drain along the rear and Northeast side of the property. A discharge pipe will be installed from the drywell to the roadside ditch at the Northeast side of the property for dewatering of the rear easement. Upon its completion, this project should improve the rear drainage for a minimum of eight properties in the immediate area.

On March 29<sup>th</sup> Excel Excavating began working on the rear drainage easement project at 923 Pennsylvania Ave.

On March 14<sup>th</sup> the resident at 304 Reba Jackson reported that their mailbox had been damaged during the resent drainage repair project at that location. The contractor was aware of the incident and arranged with the property owner to replace the mailbox upon completion of the project.

On March 30<sup>th</sup> it was brought to Mr. Ingram's attention that the resident at 231 Savannah Nicole had posted comments about sinkholes on Facebook. Mr. Burdin was requested to inspect the area and follow up with the property owner. Excel will be making some grading improvements in this area.

**Mr. Herdt requested the Secretary/Treasurer's Report.** There is one nonprofit group that has not paid the 2021 Sanitary Sewer Service Fees that were invoiced for \$460.00. A reminder will be sent.

A partial payment was received for the Aberdeen Woods billing. A balance of \$4140.00 remains due as per requested.

Bank Statements for February and March have been balanced at this time. Mr. Storz reviewed and signed the reconciliations.

Several options were presented during a meeting between OPCD staff and insurance agent of record, Tracy Hardin. Jason Bishop was also in attendance to discuss AFLAC options.

Checks were signed on March 30<sup>th</sup> by Mr. Storz and Mr. Herdt. There was no meeting on that day.

The Director's pay was included in the payouts for this meeting. Ms. Burton recommended that Ms. Guinn be paid \$75.00 for handling the finances while Ms. Burton was out after a car accident. The Board agreed to the recommendation of a onetime payout of \$75.00.

A motion to approve all submitted claims and financial reports was made and carried with a 3-0. The voided checks were corrected on the check registers.

**Mr. Herdt requested any new business.** Mr. Ingram reported that a concrete hopper was recently rented to dump gravel. Mr. Ingram will be researching the cost of a mini skid steer to see if it would be more cost efficient to have this equipment instead of paying for rentals.

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

Respectfully Submitted,

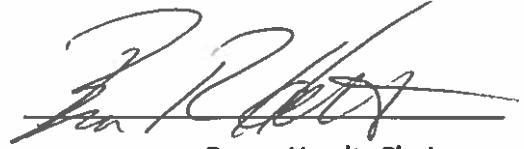


Amy Burton

Secretary & Financial Clerk,

Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on April 13, 2022, 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.

A handwritten signature in black ink, appearing to read "Bruce Herdt", written over a horizontal line.

Bruce Herdt, Chairman

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Marshall Johnson, Vice Chairman

A handwritten signature in black ink, appearing to read "Wayne Storz", written over a horizontal line.

Wayne Storz, Board Member