



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
November 23, 2022
5:30pm

The November 23rd 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
Charlie Milburn- Board Member
Keith Ingram – Superintendent
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on November 9th were approved by the Board as submitted.

Mr. Herdt requested Old Business. Boyce Keystone has begun installation of the new financial software. There will be at least two more visits for training prior to the beginning of the year.

A nomination for Area 1 Directorship has been received for Mr. Charlie Milburn. The deadline is prior to December 1st.

The Allison Lane station upgrades have been installed and appear to be working fine.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. On November 8th the DMR / MRO for October was submitted electronically to IDEM. There was a 99% removal of SS and a 98% removal of CBOD. There were no violations during the month of October. This report was presented and signed at the meeting on November 9th.

On November 14th a representative from Boyce Keystone began installing the new accounting software. As recommended a laser printer was purchased to be used with that software.

On November 16th an email was sent to SNF Holding Company to receive updated pricing for the polymer used in the sludge building. Our last order was in July of 2021. Mr. Ingram will be following up on this issue in the upcoming weeks.

During the week of November 7th OPCD personnel continued working on support equipment for the relocated Q-Press. The existing polymer and booster pump skids were combined on single frame. During the week of November 14th OPCD personnel custom fabricated the discharge chute on the Q-Press to match the receiving screw conveyor. After a final inspection of the completed work, the Q-Press was returned to operation on November 18th. The sludge processing building is now operating at its full capacity.

On November 15th as part of winter preparation operations the wiper blades were replaced on all operational vehicles.

On November 10th Mr. Ingram met with Aspire Industries to discuss replacing the working platform structure at the Allison Lane Station. The existing structure is cramped and does not allow multiple personnel to safely occupy the space while servicing that station. The platform will be replaced during the 2022 calendar year and will be expensed through the 2023 Budget.

On November 18th all personnel were informed of their current available benefit time remaining for 2022.

On November 18th Bailey safety conducted Fire Fighting and Fire Extinguisher training for all personnel. A plant safety audit was conducted following the training.

On November 10th Mr. Ingram met with OHM Advisors to discuss the upcoming changes to the drainage reporting requirements to IDEM. Reports will now be submitted yearly. The OPCD Stormwater Quality Management Plan is to be reviewed and submitted by January 5, 2023.

During the week of November 7th Excel Excavating performed the semi-annual mowing of the Fields of Lancassange drainage ditch.

On November 17th Mr. Burdin collected elevations at 17 and 19 Beechwood Road. An attempt was made to contact the residents the same day and it was unsuccessful. A door hanger notifying the residents of the intended work was left at both locations. The scope of the work to be performed is a regrading of the existing drainage ditch to allow an unobstructed path from the rear easement to the front roadside drainage. Work at this location will be held until an easement is granted.

Mr. Herdt requested the Secretary and Financial Reports. The newsletter has been sent to Highway Press for printing and distribution.

Mr. Burdin requested his Longevity be paid out during this meeting.

Ms. Burton presented a preliminary calendar for meeting dates and holidays for the upcoming year. Since Juneteenth is now a federal holiday, discussion was held as to whether to add the day as a paid holiday. No decision was made as this change may need to be made to the Employee Policy.

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. Johnson reported that it looked like work was being performed on the Middle Road Carwash. The water usage for this property will need to be reviewed prior to billing to ensure the correct EDU is used.

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 November 23, 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.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Charlie Milburn, Board Member