



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
March 1, 2023  
5:30pm

The March 1<sup>st</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  
Charlie Milburn- Board Member  
Keith Ingram – Superintendent  
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on February 15<sup>th</sup> were approved by the Board as submitted.

**Mr. Herdt requested Old Business.** Training on the Boyce System continues. Lisa from Boyce was onsite for training on February 7<sup>th</sup> and will be returning on March 13<sup>th</sup> to assist with the first direct deposit through First Savings Bank.

All other old business was discussed within the department reports.

**Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.** On February 13<sup>th</sup> the DMR / MRO for January was submitted electronically to IDEM. There was 98% removal of CBOD and SS during the month of January. There were no permit violations during the month of January.

On February 16<sup>th</sup> notification was received from Ms. McDaniel that the upcoming reporting requirements for E-coli and Coliform are to be reviewed and a possible revised NPDES permit could be issued. It is Ms. McDaniel's opinion that OPCD will no longer be required to submit E-coli test results on an annual basis. The received NPDES permit reporting requirements will become effective on April 1<sup>st</sup>.

On February 14<sup>th</sup> Aspire Industries began working on the upgrades to the sludge holding tank. To date, the new decking and the overhead crane have been installed. The old pump guide rail system has been removed and the new pump rail system is in the process of being installed.

On February 15<sup>th</sup> the crane truck was picked up from Reading Truck. There was a loose electrical connection that was preventing the crane from operating properly. There was no charge for these repairs as it was a warranty item.

On February 21<sup>st</sup> Beckmar Environmental was contacted to perform TCLP, PH and Mercury testing of our processed and liquid sludge. These test results are required for disposal of sludge.

On February 21st an electrical issue with the Lancassange muffin monster was corrected by OPCD personnel. That piece of equipment was properly operating until earlier today. It is thought to be an electrical issue.

On February 22<sup>nd</sup> OPCD personnel began installing the control panel for the new holding tank flow meter. This meter is used to more accurately track and record waste processing values.

On February 16<sup>th</sup> Excel Excavating completed the entry hatch replacement at the Allison Ln lift station.

On February 17<sup>th</sup> the resident at 207 Forest Dr reported a possible backup. OPCD personnel inspected the collection lines and found elevated liquid levels that were beginning to flow outside of the manhole trough. OPCD personnel cleaned the collection lines as a precautionary measure. An obstruction was found in the property lateral.

On February 16<sup>th</sup> all personnel were informed of the board approved wage increases. Documents were updated to better track personnel wage adjustments going forward.

On February 24<sup>th</sup> OPCD personnel participated in PPE safety training. The training was conducted by Bailey Safety.

On February 24<sup>th</sup> OPCD personnel removed more debris from Lancassange Creek behind the Harris Building. This area will be closely watched due to concerns that more debris may have been introduced into the creek upstream from this location.

On February 16<sup>th</sup> the resident at 726 Saratoga Dr contacted the office with concerns of water standing in the rear easement following rain events. An inspection of the area found water standing in the rear easement. There was some flow from the rear easement; however, it was limited and restricted in some places. Elevations of the rear easements are to be collected to determine the most effective solution to this problem area.

**Mr. Herdt requested the Secretary and Financial Reports.** The Special District Annual Report (SDAR) has been submitted through the Gateway website. The asset list will be entered into keystone prior to next year's report.

Ms. Burton has been working on the bank reconciliations in the new software. Once all sewer checks that were run through the drainage account clear, this should be a much easier process.

The payroll for this meeting was ran on Quickbooks. Ms. Burton is working with both Keystone and First Savings Bank on how to properly submit the direct deposits. It was discovered that Oak Park will need to set up an ACH service to process these transactions. When using Quickbooks, Intuit provided the ACH service. Ms. Burton will be checking the price for the service. If not reasonable, checks will be written manually rather than direct deposit.

After receiving an email from Humana, Ms. Burton contacted Tracy Hardin and Beth Duncan regarding the health insurance policy the current employees are offered. Humana has decided to no longer offer group policies. They will only be dealing with Federal policies going forward. Tracy has already begun collecting data from other carriers for Oak Park's May 1 renewal date. Tracy will meet with Ms. Burton and Mr. Ingram during the week of March 6th.

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

**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,

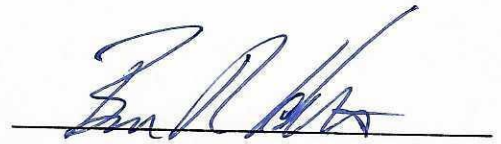


Amy Burton

Secretary & Financial Clerk,

Oak Park Conservancy District

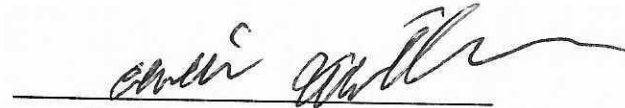
We the undersigned, have examined the minutes of the Regular Board Meeting held on March 1, 2023, and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Charlie Milburn, Board Member