



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
August 2, 2023  
5:30pm

The August 2nd 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 July 19<sup>th</sup> were approved by the Board as submitted.

**Mr. Herdt requested Old Business.** The Middle Road Commons development has submitted as-built plans and Renaissance Design Build has reviewed the submission. After discussion, the Board approved with a 3-0 vote, the plans for the Middle Road Commons provided that the manholes used are as specified by OPCD and the revised application and request documents are signed returned to the OPCD office.

Mr. Ingram performed a back up of the QuickBooks files to be kept in case something is needed.

An invoice from RDB was submitted that was dated 2021. After researching, the Board discovered the charges were not paid. The invoice will be paid out at the next meeting.

All other business was discussed within the department reports.

Mr. Swinney and Mr. Burdin submitted monthly activities reports.

**Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.** On July 19<sup>th</sup> the developer of the Middle Road Commons subdivision formally requested to be added to the OPCD collection system. Instructions explaining the approval process were provided to the developer to assist with expediting this request. A written request was submitted to the OPCD office on July 20<sup>th</sup>. Mr. Ingram provided a capacity certificate for the developers IDEM application on July 27<sup>th</sup>.

Digital copies of the Middle Road Commons project were requested and received from Blankenbeker and Associates. Renaissance Design Build was contacted to review the sanitary plans for this project.

On July 19<sup>th</sup> Mr. Ingram updated the GIS map to include the two new manholes that were added to the collection system because of the current sanitary project. Additional updates will be performed as the two remaining projects progress.



On July 19<sup>th</sup> detour routes for the remaining two sanitary projects were requested from Excel Excavating. The routes were received the same day and were submitted to the Jeffersonville City engineer for review.

On July 18<sup>th</sup> the floating aerator stopped operating on multiple occasions. Troubleshooting the unit provided no operational reason for the aerator to shut down. The operating frequency was reduced to 45hz from 54hz, which solved the issue. The aerator has continued to operate without issue since July 18<sup>th</sup>.

On July 20<sup>th</sup>, the #2 clarifier was taken offline due to a failure of the T-valve actuator for that clarifier. The projected delivery date for the ordered actuators is October 20<sup>th</sup>. OPCD personnel will closely monitor the clarifier operations once that clarifier is returned to operations.

On July 21<sup>st</sup> Mr. Ingram was informed the influent and effluent samplers were not holding their required temperatures. Both cooling units were removed for inspection and issues were found with the cooling fans on both units. Gripp Industries was contacted about this issue, and it was determined that the failed fans were covered under the manufacturer warranty and replacement fans will be shipped to OPCD for installation. Alternative cooling samplers will be researched in the event the current samplers need replacement.

On July 28<sup>th</sup> OPCD personnel inspected the well at the grit separator. It was found that an accumulation of rags and other debris has obstructed the suction pipe and will require vacuum cleaning to restore proper operations of that piece of equipment.

On July 17<sup>th</sup> Excel Excavating began work at the intersection of Allison Lane and Wildwood Road. Work was delayed due to a mismarked twelve-inch water main. Work proceeded smoothly with minor traffic issues even though there was an approved road closure for the work area. During this project three additional manhole risers were replaced as part of our maintenance program. The road closure created an opportunity for this additional work. The project was completed on Thursday July 20<sup>th</sup> and the roadway was opened to through traffic. During the project there were two rain events with an average rainfall of 1.5". there was a noticeable positive difference between the condition of the receiving manhole following the two rain events.

A sink hole in the roadway close to the intersection of Allison Ln and Doe Run was dye tested and videoed to determine if there was infiltration of the collection. There was no sign of infiltration within the area of the sinkhole.

On July 26<sup>th</sup> consent was requested and received from the Board of Public Works for the road closed at the intersection of Wildwood Road and Edgewood Lane for the date range of July 31<sup>st</sup> through August 7<sup>th</sup>. On July 31<sup>st</sup> Excel Excavating contacted the office to inform Mr. Ingram that the project starting date would need to be moved to August 7<sup>th</sup> due to a staffing issue. Excel Excavating will be requesting the date changes from the Board of Public Works.

On July 19<sup>th</sup> the resident at 1308 Allison Ln contacted the office with concerns over water coming into the residence following rain events. The resident insisted that surface water was getting into the home. An inspection of the property found an improperly installed cleanout may be contributing to the issue. The resident was informed of the issue and was instructed to correct the issue. This situation will be monitored to determine the cause of the water entering the property.

During the week of July 17<sup>th</sup> Mr. Swinney was on Vacation.

On Monday July 31<sup>st</sup> Mr. McKinley submitted his two-week notice. Mr. McKinley's last workday will be August 10<sup>th</sup>.

On July 21<sup>st</sup> OPCD personnel participated in Trench Safety training. The training was conducted by Bailly Safety.

On July 24<sup>th</sup> the new MS4 Coordinator, Ed Stewart, with the City of Jeffersonville contacted the office to introduce himself. Mr. Stewart provided copies of the city's current stormwater standards and ordinances for review.

On July 25<sup>th</sup> the resident at 101 The Courtyard contacted the office with concerns of debris in Lancassange Creek adjacent to the property. An inspection of the area found the property owner of 2920 Middle Road was responsible for trees that were cut down and allowed to fall into Lancassange Creek. The MS4 Coordinator for Jeffersonville was contacted regarding this situation.

**Mr. Herdt requested the Secretary and Financial Reports.** The website is experiencing issues and cannot be edited at the time. Mr. Herdt, Mr. Ingram, and Ms. Burton will work on finding a solution to get the updates made.

Commercial sewer bills have been mailed. Three payments have been received totaling \$12,631.50.

Ms. Burton has been working on the bank statements. The finished accounts were submitted for approval. The remaining accounts will be completed as soon as possible.

Ms. Burton received notice that PERF will be completing an audit of INPRS submittals. The audit information will need to be submitted by August 26<sup>th</sup>.

The Budget workshop is scheduled for August 7<sup>th</sup> via Teams Meet online. Ms. Burton will adjust the contingencies line as discussed with the Board prior to submitting the budget.

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,

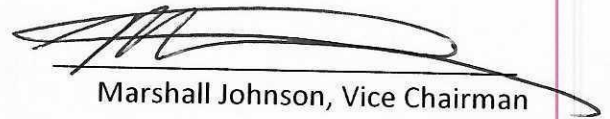
Oak Park Conservancy District



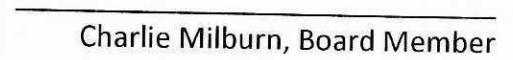
We the undersigned, have examined the minutes of the Regular Board Meeting held on August 7, 2023, and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.

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

Bruce Herdt, Chairman

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

Marshall Johnson, Vice Chairman

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

Charlie Milburn, Board Member