

Oak Park Conservancy District  
Board of Directors  
Annual Meeting  
4230 Portage Place  
Jeffersonville, IN 47130

January 15, 2014  
6:00pm

The January 15, 2014 Annual Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Bruce Herdt, at 6:00 p.m., with the following persons present:

Charlie Milburn – Chairman  
Bruce Herdt – Vice Chairman  
Marshall Johnson – Director  
Jay Thompson – Asst. Superintendent of Storm Water Operations  
Keith Ingram – Superintendent of Wastewater and Operations  
Amy Burton – Secretary / Financial Clerk

Mr. Wallace was absent.

The minutes for the meeting held on December 18, 2012 were approved as submitted by a 3-0 vote.

Mr. Johnson was the sole nominee for Area 3 of the District. Proper steps were taken to petition the Clark County Circuit Court to dispense with the election and name Mr. Johnson Director for the 4 year term beginning January 2014. The petition was validated by Judge Moore. Mr. Johnson was administered the Oath of Office by Mrs. Burton.

The meeting was turned over to Secretary, Mrs. Burton, to hold an election of officers. Mr. Johnson nominated Mr. Milburn for Chairman and Mr. Herdt for Vice Chairman. No other nominations were made. Mr. Milburn was declared Chairman and Mr. Herdt Vice Chairman. Mrs. Burton was appointed to continue as the Secretary and Fiscal Officer for the Board of Directors at the same rate as before (\$50 per meeting for Secretary and \$75 per meeting for Fiscal Officer). Mr. Milburn took over the meeting as Chairman.

**Mr. Milburn requested old business.** Chemical Resources has signed the 2014 Contract for the purchase of DE. We are still awaiting Corydon Regional's signature for the bio-solid contract.

**Mr. Milburn requested the Wastewater Treatment Report.** The Wastewater Treatment Report for the month of December was presented to be signed by Mr. Herdt. The report indicated a 99% removal for SS and 99% removal for CBOD. There were no violations during the month of December.

During the early part of the week of January 6<sup>th</sup>, sub-zero temperatures had minimal effect on operational equipment; however, there were a few issues that were safely resolved

by the operational staff. This extreme condition has confirmed the need to finish the walls, ceiling and install heaters in the drive through side of the sludge building. Mr. Ingram will be getting material costs together for this project.

On January 19, 2014, Excel Excavating Inc. repaired a damaged section of the sewer line that connects the northern part of Walford Manor sewer collection lines to the Allison Lane sewer collection line. On January 26<sup>th</sup>, Mr. Ingram videoed that section of sewer line and found several issues that are in need of repair. This section will be on the top of the list for CIPP work during the 2014 calendar year.

On December 23<sup>rd</sup>, a copy of a letter received from the City of Jeffersonville Sewage Department to Mr. Nickell at 33 Carlotia in regards to his request to tap onto the OPCD collection system was given to Mr. Ingram. On December 30<sup>th</sup>, Mr. Ingram was contacted by an attorney, Mr. Hickerson, representing Mr. Nickell. Mr. Ingram informed Mr. Hickerson of the OPCD basic requirements needed to start the tap-on process and provided him with the contact information for Mr. Gillenwater to start the annexation process.

All operational personnel have received their clothing allowance for the 2014 calendar year.

Bailey Safety conducted a Fall Prevention training on January 8, 2014.

The 2013 "Annual Fiscal Report and Narrative" for the Sanitary Sewer Department was presented for Board signature.

**Mr. Milburn requested the Storm Water Report.** Mr. Thompson and Mr. Wallace have been compiling information from 2013 and have started working on the Stormwater Annual Report that will be due at the end of 2014.

During the week of Dec 30<sup>th</sup>, Mr. Wallace and Mr. Thompson completed mowing the ditch in the Fields of Lancassange Section II.

Due to the cold temperatures during the week of the 6<sup>th</sup>, Mr. Thompson and Mr. Wallace spent some time making improvements to the OPCD GIS mapping of the storm sewer infrastructure. They conducted infrastructure inspections during the warmer part of the week.

Mr. Matt Bell received 8 proposals for the Lancassange Creek Watershed Hydraulic Study, Floodplain Depth Mapping, and Fluvial Erosion Study. He provided OPCD with copies of the proposals to discuss later in the next week. Mr. Thompson and Mr. Wallace met with several of the consulting firms that put in a proposal on this project.

Mr. Thompson and Mr. Wallace will be meeting Mr. Andy Crouch and Mr. Bell on Tuesday 1-14-13 regarding Throckmorton Park.

The 2013 "Annual Fiscal Report and Narrative" for the Stormwater Dept. was presented for Board signature.

**Mr. Milburn requested the Secretary/Treasurer's Report.** Resolution 2014-01 was presented to the Board for approval of the 2013 end of year categorical budget transfers. Mr. Johnson moved to approve the resolution as submitted. Motion carried 3-0. All transfers are completed in the General Ledger at this time.

Mrs. Burton presented a Legal Service Agreement for Mr. Gillenwater for 2014. The rates remain the same as previous contracts. Mr. Milburn moved to approve the contract as submitted, motion carried 3-0.

Forms W-4 and WH-4 were given to the Directors to update payroll tax deductions.

All 2013 inter-fund loans have been paid off at this time.

A letter along with the list of current employees has been sent to the Clark County Treasurer office as required twice per year.

Mr. Johnson moved to pay Mr. Milburn for an additional meeting for signing checks on December 27, 2013, motion carried 3-0.

Mrs. Burton has been working on transferring all information from the UMSwin program to QuickBooks. Most information had to be entered by hand.

The annual 100R reporting has been submitted through the gateway reporting system online.

Mr. Milburn moved to approve the claims as submitted. Motion carried 3-0.

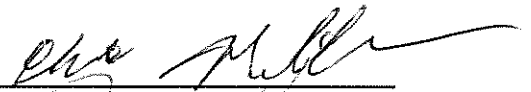
**Mr. Milburn requested any new business.** Since no other business was to come before the Board at this time, Mr. <sup>ap</sup>Herdt <sup>Milburn</sup> adjourned the meeting.

Respectfully Submitted,



Amy Burton,  
Secretary of the Board,  
Oak Park Conservancy District

We, the undersigned, have examined the minutes of the Regular Board Meeting held on January 15, 2014 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.



Charlie Milburn, Chairman



Bruce Herdt, Vice Chairman

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Marshall Johnson, Board Member