

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

July 16, 2014
6:00pm

The July 16, 2014 Regular Board Meeting for the Oak Park Conservancy District was called to order by the Chairman of the Board of Directors, Charlie Milburn, with the following persons present:

Charlie Milburn – Chairman
Bruce Herdt – Vice Chairman
Marshall Johnson – Board Member
Keith Ingram – Superintendent of Wastewater and Operations
Amy Curtis – Acting Secretary

Absent: Amy Burton- Secretary/Financial Clerk

Mr. Matt Bell with the City of Jeffersonville shared some information regarding the work that has been done at Throckmorton Park and the work that needs to be done on the Riverside Ditch. Throckmorton Park has been regarded and seed and straw put down. The Parks Department have been instructed by Mr. Bell not to touch anything until the grass starts to grow. Mr. Ingram will be contacting Mr. Joe Eigel regarding the contract that Oak Park has with Eigel & Associates. They will also be discussing the work that needs to be done to Riverside Ditch and the work that the City of Jeffersonville will be doing on Laurel Drive.

The minutes for the regular meeting held on June 18, 2014 were approved as submitted by a 3-0 vote.

Mr. Milburn requested old business. The City of Jeffersonville stormwater department regarded Throckmorton Park. Mr. Ingram looked into pouring a headwall and digging about 40 feet back but staying away from the fences. The predicted cost for the headwall will be less than \$500.00.

Mr. Milburn requested the Wastewater Treatment Report. On Tuesday, July 17th Mr. Ingram met with representatives from Absolute Networking and discussed service options for maintaining the computer network system. The Board and Mr. Ingram have decided to stay with our current plan due to the raise in technical problems we have had over the past few months.

Mrs. Burton and Mr. Ingram have begun reviewing the 2015 budgets for both departments. To help reduce excessive spending for operational materials and inner department transferring of money, there are a few line items that Mr. Ingram is proposing to combine or eliminate. Therefore we will be providing two options for the board to review.

The Wastewater Treatment Report for the month of June has been completed and has been signed by Mr. Herdt. There was a 99% removal of SS and a 98% removal for CBOD. There were no violations during the month of June.

After Mr. Ingram reviewed the drawings for the water lines as they exit the valve pit at the sludge building, he thought it may be wiser to relocate the valve pit and reroute the water supply lines supplying the plant. The repairs to the water supply system were completed during the week of the 23rd. All supply lines were rerouted to locations that would allow safer and quicker repairs in the future. The repairs to that location have resulted in better water pressure throughout the plant.

Clarifiers #1 and #2 have been drained and inspected as part of the annual maintenance for those pieces of equipment.

On Wednesday, July 2nd while performing a lateral repair at 1003 Pennsylvania the workers from Greenwell Plumbing reported possible damage to the clay "y" on the main line. After inspecting the "y" Mr. Ingram authorized Greenwell to make the repair to the main line and bill Oak Park for the additional work.

On Wednesday, July 2nd Mr. Watkins from New Hope Services requested a letter confirming the available sewer services for an additional 3 duplexes in the Aberdeen Subdivision. Mr. Ingram provided a letter on Thursday to New Hope Services as part of their grant request.

Mr. Ingram has been working with the property owner at 28 Longview to correct existing issues with the home sanitary lines while the home is being remodeled. Mr. Overton has reported possible backups that have been determined to be within the home lateral.

On Tuesday, July 1st Mr. Finch at 904 Presidential Place called regarding a sinkhole that was reported to the wastewater department on March 17th. The sink hole had been determined to have resulted from damaged storm drain lines that were coming from the back yard of the property in question. Mr. Ingram instructed Mr. Finch that as the drain lines were for private use and that any needed repairs would be the responsibility of the property owner. Mr. Ingram also apologized that this information hadn't been passed on to him sooner. Mr. Finch indicated that he would be performing the repairs soon.

On June 24th Bailey Safety conducted Confined Space Training for all OPCD personnel.

Mr. Milburn requested the Storm Water Report. On Monday, July 7th Dan Cristiani Excavating began working on the repairs to the FOL ditch along the privacy fences to the rear of the properties of Tristin Trail. The use of the OPCD mini excavator and flail mower has been granted to clear vegetation growth along the repair area.

On Monday, July 7th Mr. Ingram conducted an audit of the stormwater infrastructure throughout the district that Oak Park is responsible for maintaining. OPCD personnel have begun working to bring these locations current with the required maintenance.

On Tuesday, July 8th Mr. Ingram met with the property owner at 929 Pennsylvania regarding erosion that was occurring in the rear of the property.

On Wednesday, July 9th Mr. Ingram met with Matt Bell and discussed current and ongoing projects stormwater project within the district.

On Wednesday, July 9th Mr. Huckaby from Stantec called regarding the MS4 meeting on the 15th. Mr. Ingram contacted Mr. Huckaby on the 10th, to inform him that Ms. Adkins and Mr. Ingram will be at the meeting and requested a personal meeting to review our MS4 program for clarification.

On Friday, July 11th the City of Jeffersonville began the grading work at Throckmorton Park. OPCD personnel will begin working on the discharge end of that project within the next two weeks. Mr. Ingram is currently working on pricing for this project.

Mr. Milburn requested the Secretary/Treasurer's Report. Mrs. Taylor came in and signed the necessary paperwork to tap in to the sanitary sewer system. The tap in fee was also paid at that time.

Cash balances as of June 30, 2014 have been sent to GFC to begin the 2015 Budget process. Budget hearings are scheduled for September 10 and September 24 during regular scheduled meetings. Budget line item adjustments will be available at the meeting so that discussion can be held at the last meeting in July. With the 1995 Bond dropping off, the Sewer department will be able to absorb all of the 2001 Bond liabilities and the budget total amounts will remain the same as they have in the past several years.

All bank accounts have been balanced at this time. The Line of Credit Loan has been closed at this time.

All second quarter reports have been completed and submitted at this time.

Ms. Christina Adkins came in on July 2, 2014 to train with Mr. Thompson. Mrs. Burton recommends that Ms. Adkins receive hourly compensation for 5 hours for this training on her first paycheck. She was here from 8am to 1pm. Since her official start date was not until July 14, she did not clock in for this time. Mr. Herdt moved to approve the 5 hours of pay for Ms. Adkins. Motion 3-0

Mrs. Burton also recommends that all three Board members receive compensation for the Executive Session on June 28, 2014 and for Mrs. Burton for preparing the Public Notices and Minutes for the Executive Session during her vacation. Mr. Johnson moved to approve the additional pay for all three Board Members and Mrs. Burton. Motion 3-0

Mrs. Burton also recommends that Mr. Milburn and Mrs. Burton (financial clerk duties) for one additional meeting for signing checks on July 2, 2014. Mr. Johnson moved to approve the additional meeting for Mr. Milburn. Motion 3-0

Mrs. Burton also recommends that Ms. Curtis receive secretary pay for this meeting on July 16. Mr. Johnson moved to approve the pay for Ms. Curtis. Motion 3-0

We will once again, need to sign new signature cards since Mr. Thompson resigned. Along with all three Board Members, Mrs. Burton and Mr. Ingram will be listed as signers on the accounts. They should be available at the meeting, but were not.

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

Mr. Milburn requested any new business. Mr. Herdt requested that since Mr. Ingram has taken over as Interim Stormwater Coordinator that he should receive a \$400.00 bonus every pay period. Mr. Johnson moved to approve the pay for Mr. Ingram. Motion 3-0

Mr. Johnson brought up a question regarding information that had been sent to IDEM that he was unaware of. Mr. Herdt asked Mr. Milburn about him sending a letter to IDEM on behalf of the Board Members that neither he nor Mr. Johnson was aware of. Mr. Milburn then stated that Jay Thompson had him sign a letter. Mr. Herdt then stated that nothing should be sent to the state without all the directors having a chance to read it first.

Mr. Johnson asked why there was a scheduled lunch that he wasn't aware of. Mr. Milburn informed us that the lunch wasn't scheduled. The lunch took place on July 2, 2014 and those present were: Mr. Wallace (a former OPCD employee), Mr. Thompson, Mr. Milburn, and the current hire for the Stormwater Department, Ms. Adkins who was here on job training.


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

Respectfully Submitted,




Amy Curtis,
Acting Secretary of the Board,
Oak Park Conservancy District

We, the undersigned, have examined the minutes of the Regular Board Meeting held on July 16, 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

Marshall Johnson, Board Member