



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
April 1, 2020
5:30pm

The April 1, 2020 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
Wayne Storz – Board Member
Keith Ingram – Superintendent
Amy Burton- Secretary / Financial Clerk

The Minutes for the meeting held on March 18, 2020 were approved as written.

Mr. Herdt requested old business. Discussion was held on the Chemical Resources billing. It was suggested to create a sub-category to the Sludge line on the Budget to track the amount of totes on-hand. Credits and Expenses will be kept in this line item.

Mr. Ingram recently met with Mr. Grimes to discuss the mapping of the district.

JTL has not responded with a revised quote for the Allison Lane Station upgrades.

The Aerator maintenance has been completed and the skimming pit is back in operations at this time.

A Purchase Order has been issued for the Grit System upgrade.

Employee evaluations should be given to employees soon.

Locates have been called in for the drainage work that will be taking place in the upcoming weeks.

Mr. Herdt requested the Wastewater and Stormwater Reports. On March 23rd documentation was provided to all personnel suggesting safe practices while addressing

the Covid-19 concerns. ID cards were also created and distributed to all personnel to ensure passage to and from work.

On March 19th the new 2018 GMC 3500 was picked up from Coyle Chevrolet. The payment for the vehicle was made the same day.

On March 23rd Aspire reset the skimming pit pump and returned it to service on March 24th.

On March 24th Mr. Ingram contacted Estes and discussed the status of sludge hauling. At this point there is no concern of there being an interruption of the services being provided by Estes due to the Covid 19 closings.

On March 24th the February DMR / MRO was submitted electronically. There was a 98 % removal of SS and CBOD. There were no violations during the month of February.

On March 26th River City Controls calibrated the Influent and Effluent flow meters. This is an annual requirement.

On March 26th Excel paved the floor area of the back pole-barn. This was done to provide a larger and safer working area for servicing equipment and vehicles.

On March 16th OPCD personnel documented the marked location of the American Water 20" raw water main that passes through the properties at 2611, 2613 and 2703 Utica Pike. Utility locations were also collected for the properties at 2609, 2610 and 2612 Bennett Avenue.

On March 23rd sewer repair permits were obtained for 181 Forest Drive and 702 Laurel Drive. Both repairs were completed and in compliance with OPCD specifications on March 24th.

On March 27th OPCD personnel repaired the #1 pump coupler at Allison Lane lift station. The bolts connecting the coupler had backed out due to vibration. The pump was returned to operation the same day.

On March 16th the resident at 235 Riverwood Drive reported a possible backup. OPCD personnel found the collection line in the vicinity of the home were surged. The obstruction was cleared, and the collection lines returned to their normal level.

On March 17th Mr. Trich requested to postpone his vacation for the week of March 23rd. His vacation will be scheduled later in the year.

Bailey Safety has temporarily suspended onsite training due to concerns associated with the covid-19 virus.

On March 17th OPCD personnel cleaned debris from the drainage ditch behind 1 Beechwood Road. It appears that vegetation and debris buildup in the Wathen Park area is contributing to the slow draining of stormwater from the Beechwood Road area.

On March 17th a water leak at 3066 North Falcon Ridge was reported to New Hope Services by OPCD personnel. It was found that the water was entering the stormwater lines to the rear of the property that feeds into Lancassange Creek. A follow up inspection

on March 18th found the leak had been addressed however the waterlogged soil was still draining into the stormwater lines.

On March 25th OPCD personnel removed debris from the rear of the properties along the Washington Way tributary. This debris was removed from the tributary in early part of February.

On March 27th OPCD personnel mowed the Riverside pond area.

On March 19th OPCD personnel cleared the ditch line along the north side of Hawthorn Lane. The area will be monitored and sediment buildup from the driveway culverts will be cleared prior to the installation of erosion blanket and seeding the disturbed soil.

On March 25th Mr. Walling with the City of Jeffersonville sent notification that work in the old Oak Park area was to be postponed due to concerns related to the Covid-19 virus. We were assured that those projects will remain as a priority as work returns to normal.

On March 25th the resident 1005 Assembly Road contacted the office with concerns of sinkholes forming on both side of the sidewalk in the front of the property. There is a stormwater pipe beneath the sidewalk.

Mr. Herdt requested the Secretary/Treasurer's Report. The employee tax payments seem to be off. Mrs. Burton and Mr. Ingram will continue to monitor the payments for accuracy.

Mrs. Burton has been creating new Standard Operating Procedures for the Accounts Payable and the Payroll QuickBooks process.

The Board agreed to approve the health insurance renewal premiums on the current Humana policies.

Mr. Johnson made a motion to approve all submitted claims and financial reports, motion carried 3-0.

Mr. Herdt requested any new business. Due to the Covid 19, it may be necessary to have two separate schedules for the employees to avoid contact and/or spread of illness. Mr. Ingram requested the Board's approval to pay employees for a full 40-hour week regardless of actual hours worked if it becomes necessary to split shifts. The Board agreed to Mr. Ingram's request.

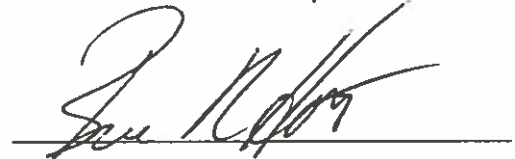
Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

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 April 1, 2020 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



Wayne Storz, Board Member