



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
And Budget Hearing
October 13, 2021
5:30pm

The October 13, 2021, 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
- Wayne Storz – Board Member
- Marshall Johnson– Vice Chairman
- Keith Ingram – Superintendent
- Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on September 15th were approved as submitted.

Budget Hearing- There were no comments made on the 2022 proposed budget.

Guest- Rob Huckaby, OHM Engineering was present to make some preliminary recommendations and to discuss the concept of diverting Lancassange Creek overflows to the Fields of Lancassange Ditch. Mr. Huckaby's contacts with the Corps of Engineers signaled that the project wouldn't meet any foreseeable headwinds.

Mr. Herdt requested old business. Mr. Ingram has been in contact with Mr. Huckaby regarding a water table study.

Once the stabilizers are installed, the Lancassange Station upgrade will be complete.

All components of the new screw press have been received at this time.

Mr. Herdt requested the Wastewater and Stormwater Reports. On September 29th Mr. Ingram received notice that there was an unacceptable result on the DMR-QA 41 test for PH. After reviewing the reported test results, it was apparent that rounding the actual result to the nearest tenth, caused the unacceptable result. Mr. Ingram has contacted IDEM regarding this issue and was informed to submit a letter explaining the situation so that the test results could be adjusted to the actual result that was within the acceptable level. That letter was submitted on October 4th.

On October 8th Mr. Ingram submitted the DMR / MRO electronically for the month of September. There was a 99% removal for CBOD and a 97% removal of SS. There were no violations during the month of September.

On September 27th an email was sent to Carmen Industries and a phone message was left with Harpring Steel regarding screw conveyors for the sludge building. A representative from Carmen contacted Mr. Ingram and informed him they do not manufacture screw conveyors. Harpring Steel has not responded to the inquiry. Advance Fabricators Inc. has also been contacted to quote this project. Mr. Ingram has received a quote from Industrial Belt and Transmission for conveyors.

On September 29th Aspire Industries picked up the final floating aerator to make warranty repairs and requested improvements to the unit. The repaired aerator has been returned to operation and it appears that the installed shields will provide better protection to the rotor bearings.

On September 29th a purchase order was issued to Hach for the annual service partnership of lab equipment.

On October 5th the battery in the Traverse was replaced.

On October 6th BMV dropped off materials to begin installing the conduit for wiring in of the new screw press. Work began on October 7th and is under way.

During the weekend of September 18th there were multiple callouts at the Allison Lane Station. Aspire Industries was contacted to inspect both pumps at that location and make repairs as needed to ensure satisfactory operation of that lift station. Mr. Ingram will be contacting Renaissance Design Build to check on the status of the Allison Lane Station upgrade.

On September 23rd BMV was contacted to correct a wiring issue at Lancassange station. The new control cabinet was configured to prevent the pumps from being operated manually if the stop float is not submerged.

On October 8th EIC vacuumed grease from stations. Capitol Hills and Pebble Creek stations were not included in the grease removal. So far, the new pump at Pebble Creek station seems to be working well.

On September 28th OPCD personnel began training Mr. Brunson on the use of lab testing equipment. The intention is to bring Mr. Brunson into the weekend worker and on call rotation during the month of November.

Mr. Ingram requested a \$0.50 wage increase for Ms. Guinn. During Ms. Burtons resent vacation, Ms. Guinn processed payables and prepared reports for the board meeting. Ms. Guinn has also been processing payroll under Ms. Burtons supervision. Ms. Guinn continues to adapt to the needs of OPCD and is becoming an asset to administrative operations. After discussion the increase was approved with a 3-0 vote.

Mr. Ingram also requested an increase for Mr. Trich since he has been a true asset to the OPCD staff. After discussion, an increase of \$0.50 was approved with a 3-0 vote. Due to the increase in wages across the country, the board suggested Mr. Ingram research the remaining employee's compensation to ensure retention of the staff.

On September 17th OPCD personnel participated in Confined Space Training. The training was conducted by Bailey Safety.

Storm-water Department

On September 23rd Mr. Ingram attended the quarterly SWAC meeting. The primary topic was the issuing of permits by IDEM. It was assumed that this will occur in December of this year. The post construction audits to be conducted by IDEM were also discussed.

On October 6th Ms. Shaber with IDEM conducted the post construction audit. The audit went very well. The audit report will be received within the next two months however unofficially OPCD received an acceptable audit report. Mr. Huckaby was present for the audit to assist with historical and engineering questions.

On September 17th OPCD personnel mowed the Pam Paw ditch and cleaned debris from the ditch at 1 Beechwood Road.

On September 21st starting issues continued with the DR Brush Mower. It was found that there was an intermittent issue with the ignition switch. The switch was changed, and the issue was resolved. A new battery was installed at this time also.

On October 5th OPCD personnel mowed the drainage easement between Capitol Hills Drive and Pennsylvania along the paved ditch line. This area will be reviewed for repairs to the buried drainage infrastructure during the upcoming winter months.

On September 21st an inventory of 8" SDR pipe was ordered from EJP. There is currently a supply of 8", 10" and 12" pipe in stock at the OPCD plant to be used on future projects.

On September 29th Mr. Ingram inspected the condition of the drainage repairs in the 300 block of Webster Blvd. There was some finish grading needed along with seed and straw for the project's completion.

On September 14th a meeting was held with the City of Jeffersonville Drainage Department. Items discussed included detention at Vissing Park, drainage improvements at Executive Court, roadside drainage in old Oak Park and possible bypass project with FOL ditch. Attending were Mr. Herdt, Mr. Burdin, Mr. Crouch, Mr. Walling, Mr. Bischof and Mr. Ingram.

On September 16th OPCD personnel inspected a sinkhole at 1005 Sandstone Drive which was found to be outside of the rear easement. Also inspected was the drainage easement between Assembly and Senate. It was found that residents are not maintaining the rear easements of their properties. An article will be included in the next newsletter explaining what an easement is and that the property owners are responsible for maintaining easements.

On September 21st the resident at 922 Assembly Road contacted the office with concerns that OPCD personnel failed to remove a downed tree from the rear of that property. Mr. Ingram informed the resident that OPCD is required to ensure that unrestricted drainage exists in the rear easements and that the removal of the downed tree would be the responsibility of the property owner.

Mr. Herdt requested the Secretary/Treasurer's Report. Checks were signed on September 29th, there was no meeting held on that day.

Director's pay for the third quarter was included in this meeting's payouts.

Budget forms were handed out to the directors during the meeting for review. There were no public comments. Since the flat sewer fees will not be approved prior to the end of the year, the adoption of the Budget will take place on the October 27th meeting.

There has been no word as to when the SBA will be examining the financial records for the previous three years.

Ms. Burton received a request for information for the annual Workers Comp Audit. Information will be emailed for a quicker audit process.

A request for proxy designation has been received. Mr. Herdt signed the document so it could be submitted to Auto Owners Insurance Group.

The Public Officials Bond questionnaire has been completed and was signed by Mr. Herdt for submission.

Bank statement for August and September have been balanced by Ms. Burton and reviewed by Mr. Storz.

Ms. Burton has been working on the legal notice to invite nominees for the directorship of Area 3 of the district. District boundaries will need to be updated. Nominations will be due prior to December 1st, 2021. The election will be held in January 2022.

Ms. Burton has been working on the 2022 calendars for meetings and holidays.

Non-profit sanitary sewer bills are due to be sent out soon. Discussion was held and the Board decided to set a flat fee rate of \$460 per building for the 2021 services provided.

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

Mr. Herdt requested any new business. Mr. Herdt presented two sections from Indiana Code regarding amendment process of the OPCD Final Plan. Mr. Elder has contacted the DNR and they believe that we need to submit the paperwork to DNR prior to getting court approval. Mr. Elder will be contacted to prepare the necessary documents.

Mr. Herdt moved to award a \$100 bonus to any employee that submits proof of being fully vaccinated for COVID19, motion carried 3-0.

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

Respectfully Submitted,



Amy Burton

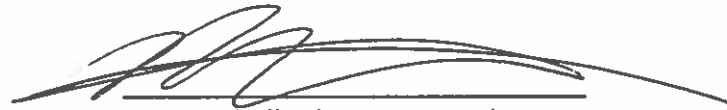
Secretary & Financial Clerk,

Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on October 13, 2021, 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