



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
September 1, 2021
5:30pm

The September 1, 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 August 18 were approved as submitted.

Mr. Herdt requested old business. All old business was discussed within the department reports.

Mr. Herdt requested the Wastewater and Stormwater Reports. On August 23rd Mr. Ingram met with Mr. Grimes to discuss the Allison Lane station project. There were questions regarding the desired location of the check valve pit and the required elevation of the of the wet well to meet the 100-year flood requirement. We also discussed the final invoicing for the district boundary map project. The OPCD proposal for those services was agreed to by Mr. Grimes.

A copy of the OPCD current NPDES permit was requested by Beckmar Environmental for review. The request was to ensure we are being provided the proper testing services.

On August 19th OPCD personnel installed a new chemical tank for the sodium aluminate operation. The tank was replaced due to a scale buildup that was restricting the dosing of that chemical.

On August 23rd Aspire Industries began installing safety rails throughout the plant in areas where needed to meet OSHA requirements.

Plumbing items were ordered for the installation of the new screw press and the relocation of the existing screw press. Mr. Ingram will be meeting with BMV in the near future to discuss the installation of the new control cabinet and final wiring of the press and supporting equipment.

On August 16th an inspection of the OPCD lift stations found the lead float at Capitol Hills station needed replaced. The float was replaced by OPCD personnel. The stations were inspected due to erratic effluent flow patterns.

The property owner at 403 PamPaw reported a possible backup due to poor sanitary drainage. OPCD personnel inspected the collection lines adjacent to the home and found them to be clear and flowing. The property owner was informed of the findings.

On August 27th Mr. McKinley submitted a 2-week notice. Mr. McKinley's last working day will be September 10th.

OPCD has been notified that IDEM will be conducting an audit of our Post Construction Run-Off control measures on October 6th. Mr. Ingram has contacted Mr. Huckaby to assist with the preparation for the audit.

During the week of August 23rd OPCD personnel mowed the ponds property.

Locates were finally marked for the drainage project for the rear easements in the 300 block of Webster Blvd on August 26th. The project was delayed due to weather.

During the week of August 16th, the resident at 83 Forest Drive reported possible erosion in the rear easement of the property. An inspection of the easement found no issues or concerns on that property or any of the adjacent properties.

Mr. Herdt requested the Secretary/Treasurer's Report. Ms. Burton continues to train Ms. Guinn on the payroll and payable process through Quickbooks.

Ms. Burton has been gathering information for the State Board of Accounts. An Examination of Records will be performed in the upcoming months. The SBA should be contacting Ms. Burton with a start date for the Exam.

Ms. Burton has been working on payroll deduction accuracy for all employees. This is normally done several times a year.

Ms. Burton has been working on the Form 99A in Excel. This report tracks employee attendance and is required to be completed annually. This report does not get submitted but does need to be kept in the office.

Ms. Burton has updated the OPCD website to include the most recent Minutes that are available.

Partial payment for Huber Press was included in the payouts. This payment reflects 80% of the total bill due upon receipt of equipment. The remaining 10% will be paid once the set-up is complete.

Ms. Burton will be on vacation from September 13th through September 24th. Ms. Burton and Mr. Johnson will both miss the meeting scheduled for September 15th.

Mr. Herdt requested a list of tax-exempt properties that get billed from the OPCD office. The list is nearly complete and will be sent out prior to Ms. Burton's vacation.

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. Storz questioned why the Assistant Superintendent and Foreman reports were not submitted at this meeting. Mr. Ingram mentioned that the staff had been busy and everything they would have on their reports were already included on the Superintendent Report.

Mr. Storz questioned if the Riverlink late fee of \$5.00 was paid or was it disputed. Ms. Burton replied that it was paid since the check had already been printed. It was suggested that Ms. Burton pay an extra amount on the account so that there is a reserve on the account.

Mr. Johnson suggested that Mr. Ingram check with Bailey Safety to ensure any OSHA- COVID safety requirements are met.

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 September 1, 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