



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
February 1, 2023
5:30pm

The February 1st 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 (ABSENT)
- Charlie Milburn- Board Member
- Keith Ingram – Superintendent
- Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on January 18th were approved by the Board as submitted.

Mr. Herdt requested Old Business. Training on the Boyce System continues. Payroll will be the next topic to learn. Lisa from Boyce will be onsite for training on February 7th. All other old business was discussed within the department reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. On January 20th Mr. Ingram renewed the product subscription with GoDaddy based upon advisement from CrystaLink. This subscription is renewable on a 5- year cycle.

On January 26th quotes for an additional fleet vehicle and a vehicle upgrade were obtained from Coyle Chevrolet. The quotes were provided to the board members for review. An updated quote that reflected a vehicle trade in was provided at the meeting. Mr. Herdt suggested that the second vehicle be a replacement for the Superintendent’s vehicle when the traverse is no longer in use. The Board agreed to move forward with the purchase of the vehicles. Mr. Ingram commented that a portion of the purchase would be paid out of the Drainage account.

On January 17th OPCD personnel worked to clear an obstruction from the sludge lines that feed the sludge building. With much effort the obstruction was cleared on January 18th and operations were returned to normal within the processing building.

On January 19th Excel Excavating began working on masonry projects around the plant. Project items are as listed, level transfer location at the chemical building, access steps at the chemical build, raised wall at clarifier #1, and extended dumpster track at the sludge building.

On January 19th Ms. Guinn performed the additional monthly lab tests that will be required for reporting as of April 1, 2023. Mr. Ingram is still waiting for IDEM to provide a modified MRO to accommodate the required reporting. Until that time, we will use the resources we have to achieve that goal.

On January 23rd the proposal for the improvements to the holding tank bridge and pump guide rails was reviewed. A purchase order was submitted for the project on January 27th.

On January 23rd Aspire Industries pulled a pump at the Beechwood lift station due to a seal failure light alarm. The pump was repaired and returned to operation.

On January 27th the property owner at 59 Wildwood contacted the office regarding subdividing that property. They were informed that OPCD has no role in that decision making; however, if developed, the property would be required to obtain its own tap to the main collection line for sanitary service.

On January 27th an OPCD personnel tested positive for Covid-19. The employee returned to work on Wednesday February 1st. All personnel were informed of the situation and tests were provided to personnel upon their request.

On January 20th Bailey Safety submitted the safety training schedule for the 2023 calendar year. The schedule was accepted and is displayed in the front office for all personnel to review.

On January 27th Bailey Safety conducted a plant audit and operational employees participated in a training review of the 2022 calendar year.

During the week of January 23rd Mr. Burdin began gathering data for possible roadside drainage repairs to side streets between Oak Park Blvd and Woodland Road. The City of Jeffersonville will be contacted regarding possible culvert replacements along the project area.

Mr. Herdt requested the Secretary and Financial Reports. Ms. Burton has been working on all reports due for the end of 2022.

The Form 100R has been submitted through Gateway online.

Information has been sent to Bailey Safety so they can complete the 300A Form.

Ms. Burton has completed and submitted the 2022 Census report online.

Ms. Burton will continue to balance the bank statements with the new system and on the Special District's Annual Report that is due before March 1st.

A motion to approve all submitted claims and financial reports was made and carried, with a 2-0.

Mr. Herdt requested any new business. 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 February 1, 2023, 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



Charlie Milburn, Board Member