



Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

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

The July 5<sup>th</sup> 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  
Charlie Milburn- Board Member  
Keith Ingram – Superintendent  
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on June 21<sup>st</sup> were approved by the Board as submitted.

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

**Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.** On June 19<sup>th</sup> Ms. Burton posted a notification of the planned sanitary repairs on the OPCD Facebook page. On June 28<sup>th</sup> a conversation was had with Mr. Crouch regarding the notification to the City of Jeffersonville. On July 5<sup>th</sup> the scheduled dates for the project along with a detour route were presented to the Jeffersonville Board of Works. The Board of Works approved the repairs provided that the detour routes and signs are posted. The repairs are scheduled to begin on July 17<sup>th</sup> with Excel Excavating performing the work.

On June 20<sup>th</sup> Mr. Herdt forwarded information of a spyware threat to Mr. Ingram. The notification was forwarded to Crystalink to monitor.

On June 26<sup>th</sup> new battery back-ups were purchased for the PCs in the offices of Ms. Burton and Mr. Ingram.

On June 30<sup>th</sup> Mr. Ingram submitted a proposed operating budget for the 2024 calendar year for review by the OPCD board.

On June 19<sup>th</sup> Ms. Guinn began the DMR-QA 43 proficiency testing. The testing was completed on Monday June 26<sup>th</sup>. After reviewing the test results, they were submitted electronically for review on June 28<sup>th</sup>.

On June 20<sup>th</sup> a replacement air conditioning unit was ordered from SWH for the control room. The unit was installed on June 21<sup>st</sup>.

On June 22<sup>nd</sup> the #2 T-Valve was inspected for electrical issues that may be contributing to its operational issues. There were no electronic issues found with the T-Valve. Mr. Ingram has requested a quote for a replacement unit. Due to the age of the T-Valves it may be prudent to replace the #3 valve also. The #1 valve was replaced in 2020. The valves were priced at \$6138 each.

On June 23<sup>rd</sup> Excel Excavating reset the floating aerator in the oxidation ditch. Aspire Industries completed the electrical installation of the aerator which included a VFD to provide a soft start and stop capability. This will be continually monitored.

On June 23<sup>rd</sup> Mr. Ingram discussed with Mr. Galligan the need to correct the launder issues that exist on the #3 clarifier. During its construction, the contractor improperly installed the launder. This would be a project that would occur during the 2024 calendar year.

On June 27<sup>th</sup> the plant PRV was found to be leaking. The valve water supply was shut off and slowly turned on which reset the operations of the PRV. A pressure imbalance on the plant is suspected to be the cause for the leak.

OPCD personnel reported another copperhead at the Lancassange lift station. Personnel have been informed to be cautious and vigilant of their surroundings at that station.

On June 19<sup>th</sup> Austin McKinley began working as a full-time employee of OPCD. Mr. McKinley has quickly resumed several of the operational duties with little retraining and is scheduled to return to the on-call / weekend worker roll during the weekend of July 15<sup>th</sup>.

On June 23<sup>rd</sup> OPCD personnel participated in OSHA Focus Four (Falls, struck by, electrical and caught in) training. The training was conducted by Bailey Safety.

Discussion was held on possible stormwater projects to be performed this fall.

**Mr. Herdt requested the Secretary and Financial Reports.** Ms. Burton has begun setting up commercial property files in the KeyFund software so that invoices can be mailed during July. The bills will be reviewed by the board prior to mailing them.

Ms. Burton and Ms. Guinn have been working together to fine tune the payroll and funds software. They have been working through errors and will continue to update notes so that standard operating procedures can be easily followed.

Ms. Burton is working on getting all bank statements ready for review.

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

**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 July 5, 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.

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Bruce Herdt, Chairman

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Marshall Johnson, Vice Chairman

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Charlie Milburn, Board Member