



WASTEWATER / STORMWATER

Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
And Budget Adoption Hearing
September 27, 2023
5:30pm

The August 27th 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-ABSENT
Keith Ingram – Superintendent
Amy Burton - Secretary / Financial Clerk

The Minutes for the meeting held on September 13th were approved by the Board as submitted. There was no one present to comment on the 2024 Budget; therefore, the budget was signed and approved by the Board. Ms. Burton will submit the necessary documents through the Gateway online.

Mr. Herdt requested Old Business. The Board agreed that Mr. Ingram should get Secretary pay of \$50 for taking the Minutes for the September 13th meeting in Ms. Burton's absence.

Mr. Ingram presented approval forms for wage increases for the following employees: Blake Brunson, April Guinn, Nathan Swinney, and Keith Ingram. All were approved and signed as submitted. It was also approved for Mr. Swinney to have a take-home vehicle to drive.

The Board agreed that if needed, more classes for employees to pass the IDEM Certification Exam should be scheduled.

The final project along Wildwood Road has begun by Excel Excavating during the fall school break.

There had been no responses from possible attorneys for general council. Ms. Burton will reach out to Mr. Elder and Mr. Gillenwater's office to see if either is interested.

Discussion was held as to how to move forward with Commercial properties that have not paid their sewer billing. Discussion will be held at the next meeting as to how to move forward with this issue.

All other business was discussed within the department reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. On September 11th the MRO / DMR for August was submitted electronically. There was a 99% removal of CBOD and SS for the month of August. There were no violations during the month of August.

On September 22nd a purchase order was submitted for the 2024 service agreement for the HACH lab and testing equipment.

On September 22nd the candidate for the open staff position was interviewed. The candidate accepted the position offer with the understanding that due to personal commitments the candidate's starting date will be December 11, 2023. Mr. Ingram suggested that a sign on bonus may be a way to get the new employee to start sooner rather than later. Mr. Herdt suggested that we wait a while.

On September 14th it was noticed that the hydraulic implement clamps on the Bobcat were not functioning properly. Bobcat Enterprises was contacted, and a service call was scheduled. The service technician reported that a suspected that a solenoid valve spool was possibly responsible for the issue. Bobcat Enterprise was contacted on September 25th to check for an update to the equipment service.

On September 18th Mr. Ingram met with representatives from Excel Excavating and discussed planned repairs to the #3 clarifier launder and weir. Errors during the construction have prevented that clarifier from operating as it was hydraulically designed. Mr. Ingram is waiting for a price quote.

On September 19th Ms. Guinn began performing the corrective action tests for the not acceptable DMR-QA test results. It was found that one of the Nitrite test vials was damaged, ERA Waters was contacted, and a replacement vial was shipped the same day. Upon completion and reporting of that test the corrective action will be complete.

On September 19th OPCD personnel began replacing the deck boards on the 18' Corn Pro trailer. Weathering and rot were the contributing reasons for the deck replacement.

On September 21st Aspire Industries reset the floating aerator in the oxidation ditch. The aerator was returned to operational status the same day.

On September 21st an OPCD employee injured their ankle while performing operational tasks. On September 22nd that employee was sent to Occupational Health to have their ankle checked out. It was reported that there was no serious injury to the ankle. The employee was instructed to limit use of any stress to the ankle.

On September 19th OPCD personnel participated in forklift training. The training was conducted by Bailey Safety.

The City of Jeffersonville has completed the roadside drainage work along Wildwood Drive.

On September 18th the resident at 903 Senate Avenue contacted the office with concerns of the conditions of the rear easements of the adjacent properties. An inspection of the easement found overgrown brush and debris from tree trimming in the easements. Notices will be mailed to the property owners to notify them of that violation.

Mr. Herdt requested the Secretary and Financial Reports. There are 9 Commercial Properties that have not paid their sewer billing. Discussion on the next step will be held at the next meeting.

Ms. Burton continues to submit the necessary documents for the PERF/INPRS audit. This is an ongoing process.

Bank Statements are balanced through August 2023 for all accounts. The statements were reviewed and signed by the Board.

Ms. Burton will submit the next payroll due to Ms. Guinn being on vacation. Ms. Burton will assist Ms. Guinn on the following payroll prior to leaving for vacation. Ms. Guinn will then do the November 8th payroll while Ms. Burton is on vacation.

Ms. Burton will be preparing the advertisement inviting nominees for Area 1 of the Board. Nominations will be due prior to December 1st with the election being held during the 2024 Annual Meeting.

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

Mr. Herdt requested any new business. Mr. Johnson will be out of town during the October 11th meeting.

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 27, 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

~~ABSENT~~