



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
December 28, 2023
5:30pm

The December 28th 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 December 6th were approved by the Board as submitted.

Mr. Herdt requested Old Business.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. On December 5th Mr. Herdt reported that the OPCD website had been hacked again. Mr. Herdt was provided with access information to address the issue and restore the website to its previous condition.

On December 5th Indiana 811 was contacted to update the notification requirements for Metro Services to ensure emergency notifications are being properly forwarded to the OPCD on-call personnel.

On December 6th an email was received from DR Horton regarding the purchasing of taps in the Middle Road Commons development. It was explained that following the completion of the requirements of the developer and the approval of the OPCD board of directors' taps would then be available for purchasing.

On December 6th a request was received from Mr. Ewick from IDEM for information about the sanitary collection system. After confirming the authenticity of Mr. Ewick, the information was provided as requested.

On December 7th the required bond for the Middle Road Commons development was received from Millennium Builders. Receipt of this document has completed the requirements for the approval of issuing taps for this development. The OPCD board members were informed of the receipt of the bond.

On December 8th an email was sent to the BMV regarding the OPCD registered vehicles and towable equipment. An email was received stating that all vehicles had been added to the OPCD

account. Communication is still ongoing as to how to add the items that are not showing up on their website.

On December 8th Mr. Ingram began creating fillable documents that are used for issuing permits and work orders by office personnel. The intent is to make the process more efficient.

On December 12th a letter was sent to Millennium Builders accepting the results of their tests to the Middle Road Commons sanitary system.

On December 12th a special meeting was called for December 18th to discuss the issuing of taps for the Middle Road Commons development. During the special meeting the board unanimously agreed to issue taps for the development effective December 19th.

On December 15th the DMR / MRO for November was electronically submitted to IDEM. There was a 99% removal of SS and CBOD during the month of November. There were no violations during the month of November.

On December 4th Cummins Sales and Service submitted a service quote for the diesel-powered equipment at the plant. A purchase order will be submitted during the first week of January 2024 for this maintenance. A quote for bank testing of the generators has also been requested to be performed in the month of June.

On December 5th Bobcat Enterprises completed the repairs to the auto locking cylinder valve on the Bobcat skid steer.

On December 14th it was requested to replace the hydraulic hoses on the brush mower attachment for the Bobcat. The existing hydraulic hoses were damaged and leaking. Replacement hardware was ordered for the proper retaining of the hydraulic hoses on that piece of equipment.

On December 15th Mr. Ingram met with David and Son's Tree Removal to discuss the removal of the group of pine trees on the plant. The work will be performed in January.

On December 20th Beckmar Environmental collected the final quarterly effluent sample for this calendar year.

On December 4th the manhole vacuum testing was completed at the Middle Road Commons development. All manholes comply with the Oak Park Conservancy District sanitary specifications. The test results for the manhole vacuum test and sewer line pressure tests were received from Millennium Builders on December 7th.

On December 4th Aspire Industries replaced the rotating assembly for the #1 pump at the Capitol Hill Lift Station. The equipment at this lift station was updated during the 2000 Plant Expansion project. The lift station will be evaluated for any improvement that may be required during the 2024 calendar year. Mr. Herdt questioned how the Allison Lane Station was doing since the upgrade. Mr. Ingram responded that the station is doing well since the upgrade.

On December 13th the resident at 3415 Congress Court reported a possible backup. Responding personnel found the lines were surged. An inspection of the area found the power to the pumps was out at the Capitol Hill Lift Station. The power to the pumps was restored and quickly returned the sanitary lines to their normal levels.

On December 4th Mr. Wortham began his employment with the Oak Park Conservancy District. Mr. Wortham has met the requirements for employment.

On December 19th Mr. Ingram contacted Precision Products regarding the Trimble Surveying equipment we currently own. The equipment is considered obsolete and is no longer supported by Trimble, however the software is still supported and usable. Mr. Ingram is planning on remapping the drainage and sanitary system during the 2024 calendar year.

On December 6th OPCD personnel continued working on the removal of the woody growth on the clarifier #3 hillside. Due to issues with the disposal of that debris at the Nugent Sand facility. All future debris disposal will be taken to the Earth First facility in Sellersburg.

On December 21st a purchase order was submitted to Wilson Equipment for a land plane attachment for the Bobcat. The land plane can be used for drainage maintenance in the district and at the plant.

OPCD personnel will be inspecting the rear drainage areas that OPCD maintains and address any concerns that may impede the proper drainage of stormwater in those areas.

Mr. Herdt requested the Secretary and Financial Reports. The unpaid account holders will be sent to Mr. Wilder at the beginning of the year to place a title lien on the properties.

Director compensation checks were included with the meetings payouts.

Ms. Burton has been working on the procedures and documents needed for the Election to be held on January 17, 2024 for Area 1 Director. Two nominations have been verified; Charlie Milburn, and Tyler Trich. A certified copy of the List of Freeholders has been received from the Auditor's Office.

Discussion was held regarding Election Clerks. So far, two people have confirmed they would be able to work the election. The compensation will be \$500.00 per clerk.

The new public official bond was signed by Mr. Herdt.

Resolution was presented to set the Annual Meeting and Election for 2024 and also all other meetings to be held in 2024. Motion made and carried with a 3-0 vote to approve the Resolution.

The fall tax settlement has been deposited into the proper accounts. A breakdown of the funds received was given to the Directors for review.

Ms. Burton will be going over the 2023 entries for accuracy over the next few weeks prior to submitting the SDAR.

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. Discussion was held on whether a freeholder is able to vote for each freehold owned. Mr. Wilder will be consulted to review the Conservancy District Act for clarification.

Mr. Ingram requested a \$ 0.35 increase for all hourly employees for cost-of-living rather than increasing the amount of premiums paid by OPCD due to the benefit not being equal to all employees. Motion was made and passed with 3-0 vote. Mr. Ingram mentioned that the covering of employee insurance benefits should be discussed again in the near future.

Mr. Herdt suggested that another newsletter be sent out after the election.

Mr. Ingram requested that the Board consider purchasing equipment from his mother's business which is closing due to retirement. The machinery equipment could help save on repair costs around the plant. Employees would need to be trained to use the equipment. No new building would be needed as there is room in the back barn for the equipment. Mr. Ingram will be getting more information on the used equipment for the board to review.

Mr. Ingram is researching replacement cost for the Traverse.

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 December 28, 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