



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

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

The January 17th Annual 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 – Incumbent Board Member
Keith Ingram – Superintendent
Amy Burton – Secretary / Financial Clerk
Christy Johnson – Election Clerk
Peggy Brunson – Election Clerk
Tyler Trich – Nominee

The Election for Area 1 Director began on this day at 8am. Christy Johnson and Peggy Brunson were appointed Election Clerks by Chairman, Bruce Herdt. The Polls were officially declared closed at 5:30pm. The meeting was turned over to the Secretary, as the ballots were opened by Ms. Brunson and counted aloud by Ms. Johnson, Ms. Burton recorded the votes. 3 absentee votes and 23 election day votes were counted. Mr. Milburn had a total of 15 votes and Mr. Trich had a total of 11 votes. Mr. Milburn was verified as the successful nominee to serve as Director of Area 1 for the Oak Park Conservancy District beginning on this date and ending at the Annual Meeting in January of 2028. Mr. Milburn was administered his Oath of Office.

The Board officers will remain the same for 2024 as moved and carried with a 3-0 vote. The meeting was turned back over to the Chairman, Mr. Herdt. Ms. Burton was appointed to serve as Secretary and Fiscal Officer of the Board.

The Minutes for the meeting held on December 28th were approved by the Board as submitted.

Mr. Herdt requested Old Business. There have been 9 tap-in permits purchased for the Middle Road Commons development.

Mr. Ingram has been working with Coyle Chevrolet for quotes on a new Traverse. The cost quoted was \$40,345 before trade in.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.

On December 28th the final board meeting for the 2023 calendar year was held.

On January 3rd Mr. Ingram met with Mr. Smith at Coyle Chevrolet to inspect vehicles for a replacement for the 2011 Chevrolet Traverse.

The annual narratives have been completed for the 2023 calendar year and were available for approval at the meeting.

On January 5th Crystalink was contacted regarding the constant hacking and rerouting of the OPCD website, Mr. Jesse was to contact the office on January 8th to discuss the issue. That conversation has not taken place yet.

On December 28th the Chevy Traverse was taken to Big-O Tires to have a tire repaired. It was found that a faulty valve stem was the issue, and it was replaced which resolved the issue.

On January 2nd David and Son's Tree Service contacted the office regarding the removal of the pine tree cluster. It was stated that upon the licensing of their new lift truck a date will be established for the tree removal.

On January 3rd Beckner Electric was contacted to upgrade the lighting fixtures in the sludge building to LED fixtures. Work will begin on that project once the materials have been received.

On December 27th Mr. Berry at 3006 Seminole Drive contacted the office and requested information regarding the location of the sanitary tap location servicing the home. The information was provided to Mr. Berry for his review.

On January 5th all personnel were provided with vacation request sheets for the 2024 calendar year. For scheduling purposes, the forms are due by January 31st.

From January 10th to January 12th Mr. Ingram was on vacation.

For the 2024 calendar year the monthly safety meetings and plant inspection will be paused to evaluate that service. However critical training will continue such as BBP, CPR / First Aid and Forklift training.

On January 5th notice was received from IDEM regarding the due date of the MS4 Annual Report.

During the week of January 8th OPCD personnel cleared woody debris from the banks of the tributary in the Seilo Ridge bridge area. It was reported that additional work is needed to the headwall that is discharging into that waterway.

On January 2nd the resident at 302 Reba Jackson Drive contacted the office regarding the condition of a stormwater outfall on the property. An inspection of the outfall on January 4th found it to be in good condition. OPCD personnel were instructed to remove all trash and debris that had gathered at the discharge point. This information was provided to the property owner.

Mr. Johnson questioned the monthly fees paid to SIR, this is a maintenance agreement for the security cameras at the plant. This is not an automatic renewal contract.

Mr. Herdt requested the Secretary and Financial Reports. Mr. Swinney has requested to be paid for his longevity. The check is included in this meeting's payouts.

Categorical Transfers have been figured. Ms. Burton will be contacting Keystone to verify the changes are entered correctly.

All bank statements have been balanced and approved for the 2023 year.

The 2024 budget has not been entered into Keystone yet since the end of the year process needed to be reviewed further.

All documents for the Election and end of the year process for officers have been prepared by Ms. Burton.

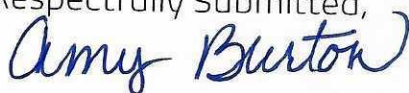
Looking over the recent copy of the Conservancy District Act, many changes have been discovered. The Act will continue to be monitored and procedures updates will be made accordingly over time.

The SDAR will be reviewed over the next few weeks prior to submitting the report through Gateway online.

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

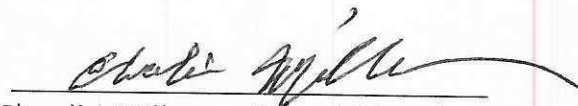
We the undersigned, have examined the minutes of the Regular Board Meeting held on January 17, 2024, and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Charlie Milburn, Board Member