



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Annual Business Meeting
January 31, 2024
5:30pm

The January 31st regular 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

The Minutes for the annual meeting held on January 17th were approved by the Board as submitted.

Mr. Herdt requested Old Business. Mr. Ingram began a discussion on the issues that some employees have been having with Humana coverage. Mr. Ingram also suggested the Board consider covering 100% of premiums as an added benefit to employees. Ms. Burton will be contacting Tracy Hardin to see if it is possible to move up the renewal date currently held each May. Ms. Burton will also check to see if there are any regulations regarding Oak Park fully covering the cost of premiums.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.

On January 16th Mr. Ingram reviewed the website files stored on the GoDaddy C-Panel access portal and deleted PHP files that were duplicates of PDF minute files. The website access by web address and Google link was checked on January 26th and was found to be operating properly.

On January 17th the DMR / MRO for December was submitted electronically. There was a 99% removal of SS and CBOD. There were no violations during the month of December.

On January 24th Mr. Ingram visited the Jeffersonville River Link office to clarify a billing concern. The delay in the billing of tolls along with their accounting process has created much confusion as to the accuracy of their submitted bills. Paying in advance was suggested. Ms. Burton advised against that since the billing is messed up and

needs to be figured out for accuracy first. It was also discussed that tolls should be coded to stormwater training.

A review of future meeting dates and pay periods has revealed an anomaly which will require certain calendar years to have an additional pay period, 27 as opposed to the normal 26. This will ensure the scheduled meeting dates fall within the proper calendar year.

On January 22nd it was reported that the #3 T-valve was not responding. Teknon Controls was contacted to troubleshoot the device. It was concluded that temperature may have contributed to the operational issue. That T-valve is currently operating as it should.

On January 22nd an inspection of the sludge supply lines in the processing building found that the knife valve for press #2 had failed in the closed position. The damaged knife valve was modified to allow processing to continue. A replacement knife valve was ordered from USA BlueBook.

On January 18th the property owner at 1002 Executive Ct reported a possible backup. An inspection of the area found that the lines were surged. OPCD personnel promptly cleared the obstruction allowing the collection lines to return to their normal flow level; However, there was a release of sewage into the basement of the residence through the floor drain. Upon the clearing of the obstructed line the sewage drained back into the Oak Park collection lines. This release has been reported to IDEM as an SSO. The property owner has been informed of the requirement that a backflow preventor needs to be installed on the home's lateral line. A copy of Resolution 2001-07 was given to the property owner supporting that requirement. The property owner has been made aware of this requirement on more than one occasion.

On January 23rd Jecker vacuumed floatable debris from all the accessible lift stations as needed. This maintenance is carried out on an as-needed service.

On January 26th Bailey Safety performed their final plant audit under our previous service agreement.

On January 18th Mr. Ingram attended a MS4 Ordinance and Tech Standards Work Session conducted by OHM Advisors. There was much discussion regarding the departmental fund and the establishment of fee schedules for the review and inspection of drainage projects throughout the construction process.

On January 16th Excel Excavating was contacted about performing one step cleaning of the stormwater ditch on either side of the Bridge located at 3604 Seilo Ridge North. Following the completion of that subdivision which started in 1996 the designated storm water ditch has silted in and needs restoration work to be performed. As there is a flowing stream at this location OHM will be consulted for the restoration work. The Jeffersonville stormwater department will also be consulted due to the overlapping areas of responsibility. On January 26th Mr. Ingram met with Excel to clarify the scope of the work to be performed at this location.

On January 26th OPCD personnel cleared debris from the end of the drainage pipe coming from the natural spring located in the rear easement at 3521 Seilo Ridge North.

Mr. Herdt requested the Secretary and Financial Reports. Ms. Burton has submitted the quarterly and monthly reports for 941, Indiana, and Kentucky.

When processing the W-2 forms, there were a few issues. The software did not allow for local tax to be listed on employees that live in Kentucky, Ms. Burton spent two days working out issues with Keystone. The information had to be hand-entered and the programmers are working on a solution. All W-2 forms have been submitted to SSA, state revenue departments, and employees.

Ms. Burton has been working on the annual reports due in Gateway Online, the 100R and Debt affirmation report has been submitted. The SDAR will be submitted within the next week.

Resolution 2024-01 Categorical Transfers was submitted to the Board for approval. Motion was made and carried with 3-0 vote.

Ms. Burton and Ms. Guinn will begin working on information to create a newsletter to be published within the upcoming months.

A charge on the WesBanco statement has been disputed. The charge was from Marco Pizza. An order was made online but did not reach the restaurant. No merchandise was received. A temporary credit has been issued until the claim is reviewed. Requested information will be sent to WesBanco to verify the claim is legitimate.

Mr. Ingram submitted a request for his longevity check which has been processed with this meeting's payouts.

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. Mr. Herdt disbursed a drafted resolution outlining future election procedures. This resolution was tabled to give the other directors time to review the document.

Mr. Herdt has been in contact with Ms. Amy Semones' office regarding the invitation to attend an OPCD board meeting. Ms. Semones was not available to attend the meeting, however, has agreed to sit down with Mr. Herdt to go over the district and city responsibilities throughout the district.

Since no other business was to come before the Board at this time, Mr. Herdt adjourned the meeting.

Respectfully Submitted,


Amy Burton

Amy Burton

Secretary & Financial Clerk,


Oak Park Conservancy District

We the undersigned, have examined the minutes of the Regular Board Meeting held on January 31, 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