



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
July 31, 2024
5:30pm

The July 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- Board Member
Keith Ingram – Superintendent
Amy Burton - Secretary / Financial Clerk

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

Mr. Herdt requested Old Business. All old business was discussed in the departmental reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports. On July 26th after reviewing the DMR-QA 43 test packet it was noticed that the address verification packet had not been received from the EPA for the MDR-QA 44 test. That packet was acquired from the EPA website and was submitted to IDEM as required by the DMR-QA 44 test packet instructions.

On July 17th Aspire Industries replaced the mechanical seal in the sludge building water booster pump.

On July 18th the DMR-QA 44 study packet was received. Ms. Guinn began working on the Quality Control portion of the study packet during the week of July 22nd. Upon completion and review of the QC study results MS. Guinn will begin the Proficiency testing. The closing date for the DMR-QA 44 study is August 30th.

On July 23rd OPCD personnel pulled the pumps from the skimming pit due to operational issues. Aspire Industries inspected the pumps on July 24th and found one of the pumps had shorted out and the other pump had a mechanical seal failure. A quote was requested for the shorted-out pump before repairs will be performed.

On July 24th the raw sampler was replaced with one of the new Hach samplers. The effluent sampler will be replaced upon the failure of that unit's cooling system.

On July 25th the water wash-down solenoid valves on the screw press were inspected and cleaned to eliminate wash water that was bypassing the valves while they were in the closed position.

On July 26th Excel Excavating made repairs to the manhole at 500 Creek Rd. Damage to the point of lateral connection at the manhole was contributing the infiltration in that area.

On July 17th the property owner at 910 Assembly contacted the office and inquired if it was possible for a property owner to perform sanitary repairs themselves. It was recommended that the property owner review the specifications for sanitary repairs prior to taking this task on.

During the week of July 22nd OPCD personnel mowed the Pam Paw ditch, dog alley and the Riverside ponds property.

On July 26th a meeting was held with Cristiani Excavating to address the failing drainage pipe in the rear easement of 903 Capitol Hill Drive.

Mr. Ingram attempted to contact Ms. Gilmore regarding the easement near Pebble Creek Subdivision and has not gotten a response. Mr. Ingram will visit the Assessors Office for information and a plat map for the area.

Mr. Herdt requested the Secretary and Financial Reports. Ms. Burton has been working with the Auditor's Office regarding the updated customer list to verify all revenues to be collected, and bills to be sent by OPCD for sanitary sewer services. The contact person in the Auditor's office has changed.

In reviewing the list of non-profit customers, it was noticed that Robert Lynn is listed. Ms. Burton will research to see if this is correct.

The 2025 Budget workshop was held on July 16th. All amounts were the same as the 2024 Budget. The Gateway Form 3 will need to be submitted prior to September 15th. Hearings are scheduled for September 25th and October 9th during the regular scheduled meetings. Ms. Guinn observed the teams meeting. Once the budget is settled, the forms will be submitted.

Ms. Burton has sent all 2024 bank reconciliation reports to Lisa Hile with Keystone to review for errors. I have requested a meeting with Ms. Hile for retraining purposes. The meeting will be set up once she has reviewed all of the reports.

The flat fee sanitary sewer billings for 2024 are complete. Ms. Burton is reviewing the invoices prior to mailing.

Ms. Burton will be researching the upcoming renewal of the Money Market accounts and the possibility of investing more funds.

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. Ingram requested to obtain quotes for an additional small truck for use around the district. The board will review quotes when they are received. It was suggested to search for a used vehicle with less than 10,000 miles.


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 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