



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
May 21, 2025
5:30pm

The May 21st 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
Bruce Eby – Board Member
Keith Ingram – Superintendent
Amy Burton – Secretary / Financial Clerk

The minutes for the May 7th meeting were approved as submitted by all board members.

Mr. Herdt requested Old Business. Mr. Herdt and Mr. Ingram will be meeting with Excel Excavating to negotiate the pricing on the Forest/Wildwood repairs.

The Board asked Ms. Burton to contact Mr. Wilder's office to have a generic contract drafted that would warranty work on projects that are not bonded.

All other old business was presented in the departmental reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.

On May 16th Mr. Ingram was contacted by Paul Primavera & Associates and was informed that the property at 1620 Allison Ln (Stop-n-Go) may be redeveloped into a convenient store style business. A map of the OPCD infrastructure was provided to Paul Primavera & Associates as requested.

On May 6th the testing package for the DMRQA-45 was ordered from ERA Waters.

On May 6th the air compressor in the sludge building was inspected by a representative of the State of Indiana.

On May 10th OPCD personnel responded to a callout at the plant. There was an issue with the RAS pump controllers. Bypass pumping was set up to assist with RAS operations. The installer of the RAS pump VFD's inspected the units on May 12th and found several phase imbalance faults logged in the VFD's. The faults were cleared up and adjustments to the PLC were made to compensate for this issue. Duke Energy

was contacted regarding the phase imbalance. Their initial inspection indicated the service is within the limits required by Duke Energy. A more focused inspection may be required to determine the cause of the phase imbalance.

On May 12th it was found that the return for clarifier #1 was obstructed requiring the clarifier to be drained to clear the obstruction. It was determined that an 8" piece of Unistrut had obstructed the return pipe. It is not known when or how the piece of Unistrut found its way into the clarifier.

On May 7th the dewatering well was installed at the Forest and Wildwood Intersection. The well depth is 40'. On May 8th a portable generator was reserved at Sunbelt Rentals and was picked up on May 12th. The dewatering began the same day and will continue until the sanitary repairs are completed. The intent is to begin repairs following the last day of classes for Clark Co students. The intersection at that location will be closed until the repairs are completed. The estimated time for the repairs is one week.

On May 14th OPCD personnel replaced the riser on manhole 10-3. This is the suspected location for the infiltration during the flood conditions from April 4th through April 14th. It was found that the existing riser was oversized for that manhole.

On May 5th Mr. Ingram met with the resident at 132 Bittersweet Terrace to inspect a reported sinkhole. Upon arriving, the area of concern was developing a pothole in the roadway. Mr. Ingram contacted the Jeffersonville Street Dept on behalf of the resident and reported that issue.

On May 18th the resident at 2 Forest reported a possible backup. Responding personnel found the collection lines were surged. A further inspection found that the pumps at Beechwood station had tripped their overloads and needed to be reset. After resetting the pumps, the collection lines returned to their normal operating level.

On May 5th the resident at 3904 Cobblestone Dr contacted the office with concerns of water standing between their property and the home at 1019 Pebble Creek Drive. It was explained that there is no designated easement in that area of concern, and it would be up to the property owner to address that issue.

On May 9th the resident at 66 Wildwood contacted the office with concerns that the stormwater ditch in the rear of the property may be obstructed downstream and be affecting the flow through that ditch. An inspection found no issues in the ditch line.

Discussion was held and it was agreed that the asset minimum to report will remain at \$5000.00. The current asset list will need to be re-evaluated and updated.

Mr. Herdt requested the Secretary and Financial Reports. Ms. Burton is planning on training all personnel on credit card usage and internal controls.

All documents have been signed and returned to First Savings Bank to update the signature cards for all OPCD accounts.

Corrections have been made to the drafted newsletter and it will be mailed out within the next few weeks.

The exit review for the State Board of Accounts Exam was held on May 20th. Ms. Burton, Mr. Ingram and all Board members were present at the meeting. All items discussed within the review are confidential until SBA releases their findings.

A motion was made and passed with a 3-0 vote that all directors receive payment for an extra meeting for attending the review.

Resolution 2025-03 was presented to set the annual sanitary sewer service fee rate for 2025 at \$450 per EUD. Motion made and carried with a 3-0 vote.

Resolution 2025-04 was presented to adopt an Annual Wages and Salary Ordinance. This Resolution passed with a 3-0 vote. The process of setting wages and salaries will be conducted each year during the annual meeting.

Resolution 2025-05 was presented to clarify the salary time sheet approval process. Any salaried employees are expected to work a 40-hour work week and submit a timesheet the same as hourly employees. The salary time sheet should be approved by signature the same as hourly employees. Motion made and carried with a 3-0 vote.

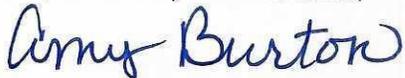
Ms. Burton received an invoice with sales tax owed. The vendor was contacted, and the tax was removed prior to payment.

Ms. Burton will be planning training for all staff regarding purchasing and credit card usage. Internal Controls Training will also be provided.

A motion to approve all submitted claims and financial reports was made and approved by a 3-0 vote.

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

Respectfully Submitted,



Amy Burton

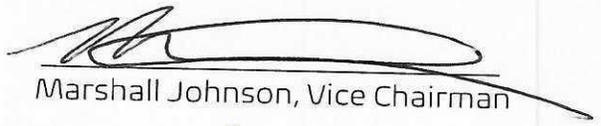
Secretary & Financial Clerk,

Oak Park Conservancy District

We, the undersigned, have examined the minutes of the Regular Board Meeting held on May 21, 2025, 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



Bruce Eby, Board Member