



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
June 4, 2025
5:30pm

The June 4th 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 21st meeting were approved as submitted by all board members.

Mr. Herdt requested Old Business. Four tap-ins were purchased for the lots at the Middle Road Commons. There are now 31 of the 54 permits purchased.

All other old business was presented in the departmental reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.

On May 21st Excel Excavating was granted consent to close the intersection of Wildwood and Forest for the needed sewer repairs. The road closure was extended to accommodate the project starting later.

On May 21st Mr. Ingram contacted Key Oil to point out a billing error for fuel purchases. It was found that the invoice total did not match the pump sales receipts due to different decimal calculations and rounding.

On May 22nd the DMR / MRO for April was submitted to IDEM. There was a 97% removal of SS and CBOD during the month of April. There was also an E-coli violation during the month of April that lasted for five days due to flooding conditions during that time.

On 22nd Mr. Herdt and Mr. Ingram attended a meeting with Excel Excavating and TRC LLC to discuss the repair project at the intersection of Wildwood and Forest. A projected repair cost was submitted but not accepted. It was noted by Mr. Herdt

that at this point the actual cost is unknown and should be discussed at the completion of the repair.

On May 27th Mr. Ingram contacted Microsoft to update the tax exemption status of the software subscriptions we currently have. On June 3rd notice was received that the exemption request had been approved, and the accounts have been updated to reflect those changes.

On May 27th a notification was sent to Aspire Industries and the Allen Bradley Integrator that the VFD's controlling the RAS pumps had once again faulted and needed to be addressed. All pumps were pulled and inspected for obstructions and operational issues. The integrator inspected the VFD's and found several phase errors. It was also found that the VFD's had not been configured to match the incoming electric supply. It has been determined that one of the three new VFD's has failed. Aspire Industries has committed to replacing that item as a warranty item.

On May 28th TRC LLC had a geo specialist meet at the Wildwood and Forest site to evaluate and make recommendations. It was recommended that the dewatering pump be raised to a level just below the manhole structure depth to allow the soil to stabilize itself. The projected start date for the repairs is June 2nd.

On May 29th the alarm auto dialer at the Pebble Creek lift station was replaced. This should end the false callouts associated with this station.

On May 21st Mr. Ingram met with the property owner at 804 Webster regarding erosion in the rear of her property that is being caused by Lancassange Creek. A copy of the interlocal agreement was provided to the property owner and it was explained who is responsible for the different drainage areas within the conservancy district.

Mr. Herdt requested the Secretary and Financial Reports. Ms. Burton has been working on training to be presented to all employees regarding purchasing, credit card usage and internal controls.

Ms. Burton has submitted a request to Mr. Wilder for a draft contract to be used for warranty issues on projects that do not fall within the scope of bidding requirements. There has been no response at this time. Ms. Burton will follow up with Mr. Wilder on this issue.

Ms. Burton has received a notice from SmartProcure for a public records request. The request is for "any and all purchasing order records from 1/1/2019 to current. Research shows that this is a legitimate company. Ms. Burton will follow up on this request as it was for digital records and our purchase orders are paper files.

Ms. Burton completed an online submission for Occupational Employment and Wage Statistics on hoosierdata.in.gov.

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

Mr. Herdt requested new business. Mr. Ingram reported that there have been issues with the OPCD facebook page. It is currently out of service and attempts to

log in or fix the issue have been unsuccessful. It may require starting a new page. 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

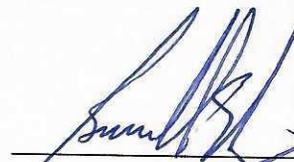
We, the undersigned, have examined the minutes of the Regular Board Meeting held on May 21, 2025, and found them to be true and accurate representations of the events as conducted, with all additions and corrections being noted on the next public board meeting minutes.



Bruce Herdt, Chairman



Marshall Johnson, Vice Chairman



Bruce Eby, Board Member