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Oak Park Conservancy District  
4230 Portage Place  
Jeffersonville, IN 47130

Board of Directors  
Regular Business Meeting  
And 2026 Budget Hearing  
October 8, 2025  
5:30pm

The October 8<sup>th</sup> 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- Absent  
Bruce Eby - Board Member  
Keith Ingram – Superintendent  
Amy Burton - Secretary / Financial Clerk

The minutes for the September 24<sup>th</sup> meeting were approved as submitted by all present board members.

**Mr. Herdt requested Old Business.** Two quotes for the Clarifier #3 repair job were received. One company responded they were not interested in the project. After discussion, the Board decided to accept the quote from Excel Excavating not to exceed \$96,580. This was the lowest quote received.

All old business was presented in the departmental reports.

**Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.**

On September 25<sup>th</sup> the DMR/MRO for August was submitted to IDEM. There was a 99% removal of CBOD and SS during the month of August. There were no violations during the month of August.

On September 26<sup>th</sup> the Final Report for the DMRQA-45 Proficiency Test was received from ERA Waters. A Not-Acceptable result was received for the Nitrite test result. The reported value was 1.78 mg/L which exceeded the limit range of 1.25 mg/L to 1.73 mg/L. The test results were forwarded to IDEM, and a Corrective Action test was ordered on September 29<sup>th</sup>. On October 1<sup>st</sup> samples for the corrective action test were received. The quality control test and the proficiency test were completed on the same day. The results were submitted to ERA Waters on October 6<sup>th</sup>. The Corrective Action test closes on October 30<sup>th</sup>. It is suspected that the pipet used in the initial test may have added a larger volume of the sample (5.0 ml) to be diluted in the 1000 ml flask.

On September 30<sup>th</sup> Mr. Ingram met with Mr. Kramer from Excel Excavation to discuss invoicing for the Wildwood and Forest intersection sewer repair. Mr. Ingram found the proposed invoice acceptable; the board members were informed of the proposed invoice for their input.

On September 30<sup>th</sup> Mr. Ingram contacted Microsoft regarding the billed sales tax on the Microsoft 365 Business Standard subscription. An updated Tax-Exempt Certificate was provided as requested by the Microsoft representative. Mr. Ingram also requested that the collected sales tax be refunded to the account. Notice was received on October 3<sup>rd</sup> that the Tax-Exempt status had been approved and that the collected taxes would be refunded within ten (10) days.

On October 2<sup>nd</sup> OPCD personnel pumped out the grit chamber and removed an accumulation of rags that were preventing that piece of equipment from operating properly. Operations were restored on October 3<sup>rd</sup>.

On September 22<sup>nd</sup> rebuild parts were ordered for the Gorman Rupp Air Relief Valve on the #2 pump at the Capitol Hill Lift Station. Upon receipt of the parts OPCD personnel made the needed repairs to the damaged air relief valve returning the impacted pump to a more efficient operating status.

On September 23<sup>rd</sup> the alarm auto dialer at the Lancassange Lift Station was replaced by OPCD personnel. That station and the surrounding area were cleaned of all debris on September 24<sup>th</sup>.

On September 25<sup>th</sup> it was reported that the Capitol Hills lift station had recorded excessive operating hours. An inspection of the wet well found that the stop float was being held in the closed position by an accumulation of grease and rags. The debris was cleared from the float, and the float operations were returned to normal status.

On September 30<sup>th</sup> OPCD personnel responded to an Emergency Locate request at 121, 123 – 127 Webster Blvd. An electric service had been damaged in the rear easement resulting in the emergency request.

On October 1<sup>st</sup> a replacement pulley bushing was ordered for the SCAG mower. The bushing had gotten damaged affecting the operation of the mower deck. OPCD personnel made the needed repairs to return the mower to an operational state.

***Mr. Herdt requested the Secretary and Financial Reports.*** The 2026 Budget documents were available for review. There were no visitors to discuss or comment on the submitted forms. The adoption of the Budget will be held on October 22<sup>nd</sup>. Due to Mr. Eby being out of town during the adoption meeting, his signature of the ordinance was obtained early.

Bank Statements for the month of September were submitted for approval by the Chairman and Superintendent.

All quarterly and monthly tax forms have been completed and submitted. Quarterly director pay was added to this meeting's payouts.

The Public Officials Liability Material Information Form for renewal of the policies was submitted online. This form is submitted annually to USLI.

Ms. Burton is preparing the legal advertising for invitation of nominations for Area 1 and Area 3. Area 1 is for a two-year term to finish out the original term. Area 3 is for a four-year term. Nominations are due before December 1<sup>st</sup> and the elections will take place at the annual meeting in January 2026.

Ms. Burton has received a request for information for the annual Workers Comp Audit that will be held on October 30<sup>th</sup>.

Ms. Burton enquired about the invitations for quotes for the dumpster service in the upcoming year. It was agreed that letters will be sent to the same interested companies as this past year.

Ms. Burton will begin working on contacting the Non-profit groups that have not submitted payment for the 2025 sanitary sewer services.

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,

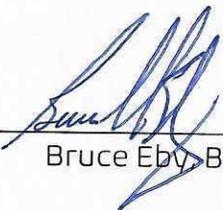
Oak Park Conservancy District

We, the undersigned, have examined the minutes of the Regular Board Meeting held on October 8, 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.

  
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Bruce Herdt, Chairman

ABSENT

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Marshall Johnson, Vice Chairman

  
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Bruce Eby, Board Member