



Oak Park Conservancy District
4230 Portage Place
Jeffersonville, IN 47130

Board of Directors
Regular Business Meeting
December 17, 2025
5:30pm

The December 17th 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 December 3rd meeting were approved by the Board.

Mr. Herdt requested Old Business. The Board approved to adjust the Christmas bonus to a non-taxed \$75.00 per employee. This bonus replaces the gift cards that had been given out in the past several years.

All old business was presented in the departmental reports.

Mr. Herdt requested the Superintendent Wastewater and Stormwater Reports.

On December 5th the MRO/DMR report for October and November were submitted to IDEM. There was a 99% removal of SS and CBOD during the month of October. Due to the late submittal of the October results, it will be considered a violation for the month of October. There was a 99% removal of SS and CBOD during the month of November. There were no violations during the month of November.

On December 9th a follow-up email was received from Zip Utility regarding the quote for the alternative mapping program. Shape files of the sanitary lines and manhole were provided to create a more accurate quote.

On December 12th updates were made to the ARC Gis program. Data was added to the online mapping part of the ESRI platform.

On December 1st it was observed that the clarifier fountain pump was not functioning. The pump was replaced by OPCD personnel after determining the pump had failed.

On December 2nd it was found that the collection hose on the RAW sampler had burst due to wear. The hose was replaced by OPCD personnel returning the sampler to an operational state.

On December 5th the electric diesel pump failed to operate. It was found that rainwater had infiltrated the safety stop switch's waterproof box. Repairs were made by OPCD personnel restoring the operation of that fuel pump.

On December 11th Mr. Ingram created SOP documents for setting up and reading the Fecal Coliform test as required by the NPDES Permit. The Lab SOP has been updated to include the new document. OPCD personnel were updated on the new process and documenting requirements.

On December 12th Beckmar Environmental collected the final effluent sample for the 2025 calendar year.

On December 10th a possible backup was reported at 117 Forest Drive. OPCD responding personnel found the collection lines were clear and flowing. It was recommended that a plumber be contacted to address their sanitary issues.

On December 10th Mr. Ingram received an email from Mr. Siewert with the City of Jeffersonville Drainage Department regarding complaints of leaves not being removed from the roadside drainage ditches. Mr. Ingram contacted Mr. Siewert and informed him that Oak Park does not oversee the roadside drainage issues as it is designated to the City in the Inter Local Agreement. It was suggested that a letter be delivered to the residents requesting leaves be removed from the ditch lines, which was agreed upon. If leaf removal is not in the Oak Park Newsletter, it will be added at the next mailing around late summer or early fall.

Mr. Herdt requested the Secretary and Financial Reports. Documents to dispense with the election are ready to submit to Mr. Wilder so they can be filed with the Courts.

In order to keep better track of employee bonuses, separate from normal pay, the line item previously held for "part time work" has been renamed "sewer bonuses". This change was processed after Ms. Burton discussed the issue with Mr. Herdt and Mr. Ingram.

Ms. Burton has been preparing for the end of the year processing. Ms. Guinn will be observing and training over the end of the year responsibilities.

Resolutions will be drafted for approval at the annual meeting for categorical transfers and salary ordinance. Oath of offices and election of chairman and vice chairman will also be held at the annual meeting.

Ms. Burton suggested a resolution to outline approved purchases for the office and break room such as beverages, snacks, condiments, and lunches for trainings to alleviate any questions the State Board of Accounts may have in the future. The Board agreed.

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

Mr. Herdt requested new business. The office will be closed around noon on December 23rd for the Employee Christmas Dinner.

Two board members will need to sign end of the year checks on December 30th.

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

Respectfully Submitted,

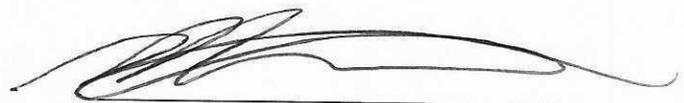
Amy Burton

Amy Burton
Secretary & Financial Clerk,
Oak Park Conservancy District

We, the undersigned, examined the submitted minutes of the Regular Board Meeting held on December 17, 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