

**VANBIBBER LAKE WATER CONSERVANCY DISTRICT
MONTHLY BOARD MEETING AGENDA for**

Saturday, July 13, 2024 @ 9:30 a.m.

00Board Attendees: Sabrina Johnson, Tim Johnson, Laren Zeek, Brenda Dossey-Redick, Susan Grimes

Absent Board Members: NA

Other Attendees: Mary Owens (Office Manager), Barb Johnson (Office Personal), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Alan Driver Jr. Marshal, Alan Driver Sr. Deputy

Absent Other Attendees: Dustin Whalen (HWC)

Community members in attendance can be found on sign-in sheet in the VBL Conservancy office.

Absent Other Attendees: NA

The meeting was called to order by: Sabrina Johnson at 9:35 a.m.

- **Legal – Roger & John Young Introduction**
 - Introduction of John Young – new attorney’s for VBLCD
 - Works with his father Roger Young @Young and Young
- **HWC – Dustin Whalen**
 - Paperwork to begin close-out of project to begin with SRF, USDA, and OCRA – 1 year warranty
 - Pay application 16 and final was approved last month. Sabrina to sign new copies.
 - Invoice #55 HWC in the amount of \$2,168.12 professional services
 - Sabrina asked to pay invoice #55 HWC in the amount of \$2,168.12 professional services, motion made by Brenda, second by Tim J, all approved, unanimous vote to approve.
 - Graves line extension change order #4, no dollar amount, requesting extra time. Wait and verify and get actual dates.
 - Graves work complete, Pay application #17 in amount of \$25,000.
 - Sabrina motioned to pay application #17 in the amount of \$25,000, Tim J made the motion to pay, Brenda second, all approved unanimous.
- **RCAP – Mike Novak – Wastewater Project**
 - Working with Kingman and Montezuma on current grants. Wants to get us the best deal we can get.
 - He is working on the Wastewater project, helping with getting engineering and funding. Steve Brock consultant – find best deal for grant. His services are free of charge, paid for through a grant. USDA 40-year loan.
 - Look at funding and he will attend Saturday meetings.
 - Homeowners responsible for laterals, check to see what are laterals with sewer.

REGULAR BUSINESS MEETING

- **Vote in Alan Driver, Sr. as Deputy Marshal**

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- Sabrina entertained a motion to hire Alan Driver Sr. as our deputy Marshal for VBLCD. Laren made a motion to hire Alan Driver Sr as deputy Marshal for VCBLD. Brenda second, all in favor, unanimous. None opposed

- **Marshal Update**
 - Calls – 10 runs, 3 self-generated
 - POA procedure – need list of what is needed, will add to SOPs – will also cover Police action shooting, pursuit policy, weapons policy, hiring procedures.
 - Marshal Facebook page for Fun and complaints – Courtney Driver will set up
 - Extensive list of what they need with Quantity, Description and Cost
 - Car once received will have Police on the side and back and the patch-logo on the door.
 - Calls to Putnam County have gone down since Marshal hired

- **Reading of Previous Month Meeting Minutes:**
 - Updated HWC page 1 with corrected dollar amount from June 8th meeting.
 - Sabrina Johnson entertained a motion to waive the reading of the June meeting minutes and approve. Brenda made a motion to waive the reading of the June meeting minutes and approve; Tim seconded the motion. All in favor, board vote was unanimous to waive the reading of the minutes and approve them. None opposed. Full minutes can be obtained in the VBLCD office.

Staff Reports (Financial, Office, Superintendents, and Marshal)

- **Financial Report: Read by Mary Owens**

PNC BANK – Bank 1 – Main account	MAY 2024
Beginning Balance	\$1,022,983.62
+ Deposits & Other Additions	42,857.07
(-) Checks & Other Deductions	83,692.45
Sub Balance	\$982,148.24
(-) Outstanding Checks	12,062.47
+ Adjustments/Outstanding Deposits	
Adjustment #2 R NSF Ret	\$562.71
Reconciled Balance	\$970,647.48

For further details, see the Financial Report, Depository Statement, and Cash Reconciliation prepared by Mary Owens.

- **Office Report: Read by Mary Owens**
 - See office report prepared by M. Owens July 13, 2024
- **Superintendent Report: Doug Clodfelter**
 - See superintendent report July 13, 2024

Business on Hold

- Hybrid Meetings
 - Attorney to set up resolution for board to vote in.
- Relocating Archives / Portable Generator / Community Center Repairs **(On Hold)**
 - Towing Contract
 - Seniors towing work on once the operating procedure complete by the Marshal

Business in Process



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- **Equipment Purchases**
 - Service truck “extras” **Complete**
 - Refer to Doug’s list
- **Water Project**
 - Meter inspections / Tampered and Damaged Meters / Non-compliance / Usage / Leaks
 - 66 Non-Compliance – not hooked up
 - Refer to Doug’s report and office report. No additional tampering/damage.
 - Graves and B&T punch list / Final draw for Distribution System
 - B & T final Draw, Grass seed.
 - Graves - punch list, need list from Jeremy should be minimal and nothing major
 - Substantial completion date - **Warranty will start Oct 31, 2024 (should confirm)**. Graves has asked for an extension.
 - Meter account set-up with Zenner Meters
 - Refer to Mary’s report
 - John McGee will come out and help
- **Wastewater Project**
 - Application
 - Upgrade list
- **Dredging Project – JS McCullough Excavating**
 - Permits / Timing
 - Sabrina and Mary to turn in permits.
 - Tim J to get date and timing of dredging. If won’t do until next year Sabrina wants to submit application for Lare Grant for \$100,000.
 - Application for 2025 Lare Grant
- **Infrastructure Projects**
 - Paving roads
 - Estimate for Section 1 was \$7000
 - Tim J cost to have paved by water tower.
 - Sabrina entertained a motion to move forward with Hendricks Paving to do Section 1 for the estimate of \$7000. Motion amended to include two additional spots section 3 and 5 for a total cost not to exceed \$8500. Brenda made a motion to approve work for an estimate of \$8500 to pay up to cover places in section 1, 3 and 5. Second by Laren, all in favor approved by the board. None opposed
 - Drains
 - Mentioned was made to add cleaning out of drains to Hunter’s work agenda
 - Eco Solutions not able to jet – Section 5 bore in new line. UMAC bore – Solid pipe. *Doug to get estimate for drain and pipe under road from UMAC.
 - Drain on personal property, Doug said there should be a road easement.



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- Culvert in 6
 - No update
- Gate between section 1 and 6
 - The owner moved the carport due to litigation, and stated there would be a gate put up for when the dredging would take place.
 - Road not needed for dredging (will be done by barge)/Emergency exit for the community.
 - Rainy Day Fund/Emergency fund – Owner in agreement if have road put in will need gate at that time. Section 1 where the proposed road is a line of trees and fencing, storm drain and fire hydrant. Could we have in 24hrs for this road for an emergency?
 - Think about the 2025 Budget for the cost of road.
 - Quotes for taking out trees and putting them in gravel and see where we are at with cost. Laren to get quotes. That way we know what to budget for.
- **Office Projects**
 - VBLCD Website / Online Payments **ONGOING**
 - Use of Boyce for monthly invoicing **ONGOING**
- **Board Focus Items**
 - Maintenance personnel / Seasonal Hired Maintenance person **CLOSED**
 - Deputy Marshal
 - Reference above
 - Sale of annex building
 - Public meeting to approve the sale of the meeting
 - Advertise for public hearing at the August meeting
 - Building cannot be divided – one parcel
 - Sabrina made a motion to advertise in paper for the sale of the building, Tim J made motion to move forward with advertisement at the August Meeting, seconded by Brenda, all in favor. None opposed.
 - 2025 Budget
 - Doug and Jeremy to work on their Budget – items needed with cost (ex. chemicals)
 - Mary and Barb work on a budget
 - Marshal for budget
 - Submit budgets by end of July
 - 1st review end of July
 - Public meeting in September
 - Resolutions & Ordinances and Policies & Procedures Review
 - No update

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- **Marshal Report / Projects**

- Report – refer to page
- Standard Operating Procedures
 - POA procedure – need list of what is needed, will add to SOPs – will also cover Police action shooting, pursuit policy, weapons policy, hiring procedures.
- Sabrina to look up hours for Alan Driver Sr.
- Once receive the car Alan Driver Sr. will get graphics for the car.
- Email address: AlanDriveSrVBLmarshal@gmail.com

Business To Approve

- Invoice from POA (Elite Invoice 21970278)
 - Invoice \$7,338.82 total bill being invoice \$569 more than what we agreed to pay. Sabrina made a motion for future estimates that we have a formal written estimate. Place a cap on the amount spent.
 - Sabrina entertained a motion to pay Elite HOA management in the amount of \$3,669.41. Tim J made motion to pay total amount of invoice in the amount of \$3,669.41, Susan seconded, Brenda abstained from the vote (as she is on the POA board). All in favor, None opposed.
- Rate Ordinance
 - Not raising rates, SRF wants district rate ordinance updated. Will do again once the sewer project is complete. Does not need to be advertised or at a public hearing. All fees consolidated and clarification into this rate ordinance. This is only for the sewer.
 - Sabrina entertains a motion to approve the wastewater rate ordinance resolution for VBLCD 2024-07-13A, Susan made motion to approve the wastewater rate ordinance resolution, Brenda seconded, all in favor. None opposed.
- Vehicle Transfer Resolution
 - Vehicle Transfer resolution - Attorney explain the resolution 2024-07-13B is to approve the vehicle transfer from the Putnam County Sheriff's department. Putnam County passed a resolution to declare the car as surplus property and transfer. The district must pass a resolution to acquire the property for the donation of the car.
 - Sabrina entertained a motion to approve the resolution for the surplus vehicle from Putnam County resolution, 2024-07-13B Brenda made the motion to approve the resolution 2024-07-13B, Susan seconded, all in favor, None opposed.
- Line of Credit Resolution
 - 2024-07-13C – contact by line of credit from North Salem State Bank \$200,000, can have line of credit for two years.
 - Sabrina entertained a motion to approve the resolution 2024-07-13C for the line of credit, Tim J made a motion to approve, seconded by Laren, all in favor, None opposed.

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- Adopt Procurement – Federal Grants/Funds
- Adopt Cost Principles – Spending Federal Funds
 - Procurement Federal Grant funds
 - Cost principle spending Federal funds, talks about Davis Bacon, ensures people are being paid correctly.
 - Sabrina entertained a motion to adopt the Procurement Federal Funds policy and adopt the Adopt Cost Principles – Spending Federal Funds policy. Brenda made motion to adopt, seconded by Tim J, all in favor, None opposed.
- Graves Construction Division A change order 4
 - Asking for time extension to finish punch list. Change order #4, no dollar amount, only requesting time extension. No date for extension. Attorney looks like additional 90 days. Need to verify date with Dustin.
- Graves Construction Division A pay application 17
 - \$25,000 Work completed March 1-
 - Sabrina entertained a motion to pay application 17 for Graves construction in the amount of \$25,000, Tim J made a motion to pay, Laren second, all in favor, None opposed.
- B&T Drainage Division B pay application 16 & Final
 - This was approved last month. Dustin unable to find signed copies. Asking that we sign copies to replace missing documents. Sabrina to sign new copies.
- HWC Invoice 2019-55
 - Professional service May 27-Jun 30 \$2,168.12
 - Sabrina entertained a motion to pay HWC invoice 2019-55 in the amount of \$2,168.12, Brenda made a motion, Tim J seconded. All in favor, None opposed.
- HWC Invoice 2020-06 (Asset Mgmt. Plan)
 - Sabrina entertained a motion to pay the Asset Management Plan Invoice dated May 27- Jun 30 pay \$2,750.00, Tim J made a motion to pay, Laren seconded, all in favor. None opposed.
- Change of credit card company and controlling party
 - Resolution 2024-07-13-D to obtain company credit card for PNC
 - Sabrina entertain a motion to obtain a credit card under the resolution 2024-07-13-D with PNC, Tim J made a motion to obtain credit card with PNC, Susan seconded, all in favor, None opposed

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New Business

- Grant from Putnam County

Open Forum

- Attorney to prepare resolution to have remote meetings – members can be remotely but cannot vote on a budget.
- Open door law – meetings advertised in paper for meetings that need a quorum. Meeting schedule – Second Saturday of each month.
- Question to mow common area in section 1. Easement not being mowed. Small area not being mowed. The conservancy has not ever mowed. The owner does not want to mow the easement. POA section 1 leader is sending a letter to the owner regarding mowing.

The Chair requested the meeting to be adjourned, motion to adjourn meeting by Susan, and seconded by Tim Johnson. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:23pm

Susan Sumies
Tim Johnson
Sabina Johnson
Tim Johnson
Professor

