

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

Saturday, April 19, 2025 @ 9:30 a.m.

Board Attendees: Sabrina Johnson, Laren Zeeck, Susan Grimes, Rebecca Bilbrey

Board Members Via Zoom: Brenda Dossey-Redick,

Staff/Contractor Attendees: Tina Sillery (Office Manager), Barb Johnson (Office Personnel), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), John Young (Attorney), Marshal, Alan Driver Jr., Deputy Marshal, Alan Driver Sr.

Absent Staff/Contractor Attendees: Roger Young (Attorney)

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

The meeting was called to order by: Sabrina Johnson (Chair) at 9:32 a.m.

PUBLIC MEETING

1. Wastewater resolution update
2. Opened public hearing at 9:32

2024-01-13A-Set at last month's meeting and was printed in the Banner Graphics on the 1st and 8th of April. Clarify rate resolution campers, mobile homes, maintenance charge. Deletes and replaces language confirming current ordinance. Refer to Section 1. (r)

No public comments

****Chair** entertained a motion to close the public hearing as there were no comments from the public. Laren motioned close; Rebecca seconded. Susan and Brenda agreed to close. All members of the board were in favor to close the meeting.

MONTHLY BOARD MEETING begin immediately after closure of Public Meeting

John stated, the board can now make modifications if needed. District boundaries were discussed.

Boundaries within the district include the Fire department, Little Walnut Conservancy by boat launch, and the brick building by mailboxes as we provide water. Only impact the definition for residences.

Resolution number 2025-04-19

Chair entertains a motion to accept the resolution as written, Rebecca motions to accept resolution and Brenda seconds, Laren, yes, Susan, yes, Sabrina yes Board all in favor of the resolution. Resolution takes effect immediately.

EXTERNAL BUSINESS

1. HWC updates on wastewater project (funding, grants, scope of work, etc.)
 - a. No update as Dustin was not at the meeting.

Open Action Items:

- 1) Putnam Co. Health Department – **IN PROCESS** – item will be moved under Board Projects for May
 - a) What was the outcome of the call/meeting? (Rebecca)
 - i) Refer to notes from meeting on Mar 20, 2025, with Allison McCarty
 - ii) New directive – not allowed to ignore, VBLCD, Heritage Lake, Stardust Hills, Cloverdale

INTERNAL BUSINESS

Approval of Prior Month Minutes

****Chair** entertained a motion to approve March 8, 2025, minutes as written, Susan made a motion to approve the march meeting minutes; Laren seconded the motion. Votes made by roll call, Rebecca Yes, Brenda, yes, Sabrina, yes, all in favor of the motion to approve March meeting minutes; no one opposed. March 8, 2025, meeting minutes were approved.

The full minutes can be obtained in the VBLCD office.

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Financial Report

PNC BANK – Bank 1 – Main account	Month ending February 2025
Beginning Balance	\$1,265,929.78
+ Deposits & Other Additions	\$89,498.54
(-) Checks & Other Deductions	(65,874.98)
Ending Balance	1,289,553.34
(-) Outstanding Warrants	(4,016.78)
Adjustments	4,083.15
+ Adjustments/Outstanding Deposits	
Record Balance	\$1,289,619.71

Office Report

- See office report prepared by Tina Sillery April 19, 2025

Open Action Item:

2) Laptops – IN PROCESS

- a) Status of getting necessary programs mapped to the laptops by Brent Cash.

Action Item: Tina to contact Brent Cash to schedule a time for him to come out to map programs.

Action Item: Tina to get with Jermery for his input on the way computers are currently set up.

3) Debit Card – CLOSED - cards obtained on March 12, 2025.

4) Pipe Utilities - OPEN

- a) Status on getting meter reading added to our monthly billing statement prior to actually billing using metered amounts.

Action Item: Tina to contact Matt to understand what is needed to get meter readings added on the bills.

5) Water Rate Study – IN PROCESS

- a) On March 27, 2025, Matt Steinkamp sent Steve Brock monthly statements containing the metered amounts of water from April 2024 – February 2025. Steve will use data to conduct a metered rate study.

Action Item: Tina to reach out to Steve to get status on rate study?

6) New water pit/meter installation for Brown-6139 – CLOSED

- a) Mr. Brown was informed of the rates and fees per our current ordinance 2023 01 14.
- b) Sabrina drafted a Service Agreement for New Water Pit and Meter Installation. John Young reviewed the draft and made changes.

Receipts for parking signs – **CLOSED**

- c) Status of receiving receipts from Marshal.

Towing Signs received no charge.

7) No parking signs - CLOSED

- a) We have two no parking signs on hand ("P" with line drawn through).

8) One-way sign – CLOSED

- a) Status on if we have signs available or need to order to be placed in section six.

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- 9) Cyber Vulnerability Scanning – **IN PROCESS**
 - a) March 17 received verification of receipt of application and a ticket number. Extra documents were requested and have been turned in.
 - b) March 24, acceptance letter was signed.
 - c) April 8 received an email stating: VanBibber Lake is still in the queue to be processed. We will reach out once we have processed your organization for this service. Thank you for your continued patience.
- 10) Response from insurance company on our deductible – **CLOSED**
 - a) The deductibility is \$5,000, and the invoice was less than deductible.
- 11) Did we get the invoice paid - **CLOSED**
 - a) Marshall patches? paid on March 20, 2025.
 - b) Shannon McCullough – Lare grant portion – paid on March 13, 2025.
- 12) Needs
 - a) Do you have any items you must have or would like to have that the board needs to vote on?

We would like to have an IT person to set up laptops.

****Chair entertained a motion to approve invoice for 12POINT Technology in the amount of \$360.00 to set up Keystone system on the laptops and connect both together, moving away from the old computers. Susan made a motion and Brenda seconded, Laren, yes, Rebecca yes and Sabrina agrees, all in favor.**

Jeremey stated: there is no server we just need to move to new laptops. Main desktop computer was set up with name of "server", but we do not truly have a server. The main laptop should take its place as "server". Most work is being done on the laptops now.

Need an external keyboard and mouse and dual monitor for both laptops.

Water / Wastewater Superintendents Report –

- Water Monthly Business
 - See superintendent's report prepared by Jeremy Staley April 19, 2025

Open Action Item:

1. Utility Truck Taillight – **CLOSED**
 - a. Service date of March 13. The truck taken to York Dodge/Jeep/RAM in Brazil for the brake lights, an oil change and a service engine light. The truck was at York's for 3 weeks.
 - b. Oil was changed.
 - c. Service engine light was due to bad gasoline as truck came with E85 Gasoline cap installed but the truck is not designed for E85.
 - d. Brake lights were not fixed. The truck was taken to JTN wiring which found truck is wired for 3 lights on the back bumper. An amber turn signal, a brake light, and a reverse light. Brake light was not connected just zipped tied. JTN is terribly busy and cannot service truck at this time and recommended we take it to Clark's in Crawfordsville. Clarks were called and they recommended trying a converter box to make the turn signal and brake light utilize the same light fixture. If this recommendation is found to not be an option, they will install a third light on the back. The truck is now at JTN, and we are currently waiting for a call back.
 - e. Truck taken to Clark's Truck Equipment and has been fixed. Invoice given to office.

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2. Roto Roots Plan – **IN PROCESS**
 - a. UMAC is not interested in a long-term contract to help maintain and perform preventative maintenance.
 - b. Will reach out to Barker's and Eco Solutions if they are not interested suggest placing an ad for help with main responsibility will be preventative maintenance of the collection system.
3. Items approved by John McGhee – **IN PROCESS**
 - a. Remote Shut off Valves – Utility Pipe Supply contacted waiting on response.
 - b. Resetters - Utility Pipe Supply contacted waiting on response.
 - c. Additional Radios - Utility Pipe Supply contacted waiting on response.
4. Board/Legal Counsel tour with Jeremy and Doug on sewer system, easements, and inability to access - **OPEN**
 - a. Need to set a date sometime in May or June – **When scheduling prefers a weekday – Thursday or Friday**
5. Wastewater gate/fence – **CLOSED**
 - a. Repaired Complete
6. Needs
 - a. Do you have any items you must have or would like to have that the board needs to vote on?

Action Item: Need to locate or recreate prior list of needs/wants that was spoken about during previous meetings.

Action Item: Jeremy checks if there are any spare stop signs and replaces the missing stop sign at the causeway.

Action Item: Jeremy to review previous ad and update wording for job description with focus on roto-roots – maintenance with sewer system and if time with water, all responsibilities as assigned. It can include mowing and weed eating. Board to review re-written ad before it is placed in paper.

Marshal Report –refer to the Marshals Office report for runs and towing.

Open Action Item:

1. Receipts – **IN PROCESS**
 - a. Do you have any outstanding receipts? (Gas, Parking Signs, etc.)
2. Current car issues – **IN PROCESS**
 - a. Service date was to be March 12 at York in Brazil.
 - b. Estimate \$3,913.42
 - c. The car is still at York as part is on back order. 4/18/2025
3. Used Vehicle from Andy Mohr – **CLOSED**
Updates?
 - a. They do not have 2022's in yet as Martinsville City Council has yet to give permission to trade it. This permission may come by the end of April.
 - b. Currently on striped 2020 Durango on the lot. We would have to pay extra to reinstall the lights, radio, etc.
 - c. March 22 – Rebecca and Sabrina viewed, and test drove three Durango's.
 - i. Conveyed top two vehicles to Kent.
 - ii. Marshal was to test drive Durango's on March 24.
 - d. Rebecca suggested looking at hybrids and performed research on several models.
 - e. Sabrina made phone calls to Greencastle IN and Danville IL police departments for VOC.
 - f. Brenda commented on prior knowledge of hybrid use in other departments.

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- g. Deputy Marshal gave his opinion on the requirement for vehicles.
- h. On April 16th, Deputy Marshal gave his opinion on the 1st, 2nd, and 3rd choice of vehicles which he test drove at Andy Mohr.
- i. Warranty certified 48 months 48,000 miles, 7 year/100,000 battery 5-year 60,000 powertrain. Extended warranty will be with business manager. Can be purchased anytime as long as manufacturer warranty still in effect.
- j. Purchase price \$28,128.85 Upfit vehicle cost \$2900 (later charge)
- k. No sales tax, No pursuit policy, VIN # 3FTTW8E3XNRA72988, 2022 MAVERICK XL 14,764 mileage
- l. Request POLICE plates.
- m. Vehicle will need new tires. Brenda to get quote on tires.
- n. Teir 1 or Teir 2 to bring on to help with holiday weekends and from time to time. Will work hours Alan is not working and if they need to both be on leave.
- o. Alan is working on a spreadsheet to show the calls that are not on the Blotter. John suggested it would be good for the board to see all the runs and calls they receive. Sabrina wants to capture what Marshals are doing and Putnam County not receiving calls.

**Chair entertained a motion to Purchase 2022 Ford Maverick XL from reappropriation of funds. \$28,128.85 mileage 14,764. Brenda made a motion to purchase the 2022 Ford Maverick Hybrid, Laren seconded, Susan yes, Rebecca yes, Sabrina yes, all in favor, approved by the board.

** Chair entertained a motion to go ahead and agree on \$2,900 upfit and \$175 for graphics once available to go ahead and take in and complete. Brenda made the motion to approve, Susan seconded, Laren yes, Rebecca yes, Sabrina yes, all in favor. Approved by the board.

Action Item: Tina to send a letter of intent to purchase the 2022 Ford Maverick to Kent Goldman.

Action Item: Tina to check with Janet on where the reappropriated fund should be posted.

Action Item: Brenda to get quotes for all-terrain tires for the new police vehicle.

Action Item: Alan to provide Brenda with the tire size for the new police vehicle.

4. Towing Contract – **IN PROCESS**

- a. Do we need to ask Seniouir's to sign contract now, so we are prepared if we need to go on private property? They are confused with the contract.

Action Item: The Marshal to contact Amanda at Seniouir's to see what the confusion is about on contract.

- b. If it touches the road or in the easement, on sidewalk can be towed.
- c. Towing signs have been ordered and received. - **CLOSED**
- d. Was car at 3091 tagged and or towed from community. Yes, it was tagged and set to tow from the community.

5. IMA Spring Conference (April 3-5) – **CLOSED**

- a. Training completed.
- b. Do you have training documentation – we need it placed in personnel files. Completed training for the year. Training records have been turned in.

6. Water rescue class - **OPEN**

- a. Did you get information from David Owens?
- b. Training to be scheduled.

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7. Wastewater plant fence/gate damage - **IN PROCESS**
 - a. Please turn in a written report on the investigation conducted.
 - i. Interview this week do have a suspect.
8. Monthly Written Report – **complete for April**
 - a. All departments are required to turn in a written report to be placed in our files each month for backup to our meeting minutes.
9. Needs
 - a. Do you have any items you must have or would like to have that the board needs to vote on?
Would like to have a shotgun for vehicles. Bean bag shotgun. – on hold until 2026
Anti rip clothing – Alan to get quotes for clothing and boots.

**Chair entertained a motion to purchase clothing (pants, shirts, boots) for the Marshals. Brenda made the motion to approve the purchase of clothing, Laren seconded, Rebecca yes, Susan yes, Sabrina yes All in favor. approved by the board.

Board Focused Projects

Open Action Item:

1. Permanent office location for Marshal – **IN PROCESS**
 - a. We signed the amended lease back from the POA board. **Action Item (Brenda)**
 - i. Email to POA board is ok to sign. Need to receive signed contract.
 - b. Community Center Walk through conducted on Saturday, March 22. We noticed the breaker panel for the whole building is located in the kitchen area.
 - c. Thoughts: This may cause an issue in the original plan as access would be needed to the panel at all times. May be possible to build a utility closet with a hallway for access but will need to speak to contractors. After discussion with contractors will need time to mockup a plan to bring to board for discussion along with estimates.
 - i. Is there a way to build a hallway to get to the breaker? POA board members would be the only one to access the kitchen/Marshal area to reset the breaker.
 - d. Were contractors called and a time set up to walk through area and give feedback/estimates per March minutes? **Action item: (Laren).**
Benjamin Fox: 765-721-1017
Sillery Construction (Matt Sillery): 765-301-0559
2. Mid-Year & End-Year Staff Meetings – **IN PROCESS – No update**
 - a. Can they be considered Workshops?
 - a. If so, Set times for each department. (suggestion)
 - i. May and December – Marshals
 - ii. June and December – Water/Wastewater
 - iii. July and December – Office
3. Community Grant (2024) – **CLOSED**
 - a. Was this closed out during the week of March 10 per March minutes? (Susan) **COMPLETE**
Susan to try to get a \$2500 grant again this year.

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4. Dredging Project – IN PROCESS (Sabrina)

- a. April 15, receive DocuSign document for 2025 grant funding. The document was signed by Sabrina Johnson and returned to DNR.
- b. On April 15, Sabrina sent Doug Nusbaum three invoices from McCullough Excavating.
- c. April 16, Doug responded. We still have a little way to go on a finalized contract. It now goes through a DNR and State signature process. Once that is completed and I receive a fully executed contract I will forward that to you and then process the invoices from Shannon.
- d. After the three invoices are paid the current thought is we will have \$5,360 left from grant funding. These funds will go towards the payment of the rough grade of the silt once it dries out which is estimated to cost \$12,500.
 - i) Send both in for 2025 Grant \$86,800 funds sent to VBLCD/McCullough aware of payment. Waiting for grant funds payment to see what we owe.
 - ii) Not everything is completed. Doug is aware will apply for the 2025 grant. Sabrina to get with Doug and Shannon to formulate a plan to finalize dredging around the edges of lake. Would like to find out about rip rap around the lake.
 - iii) Rough grade of silt (will have to have time to dry) \$12,000.
 - iv) May need to use for section 5 standing water by community building.
 - v) Sabrina to check with Doug to sell silt. Barb to check to see names of who wants silt. Farmers have called and want. Check to see what we can get for silt once dries out.

5. Research of Available Grants – IN PROCESS (Rebecca)

- a. Police grant – Sewer Funding (clean water state revolving plan, Rural Development, try to find state grants, Bami-
 - i) - Rebecca, any updates?
 - I. Rebecca emailed the board, all websites down at this time.

New Business

- Can we get a board member or community member to volunteer to hang the No Parking signs at mailboxes?
 - Completed by Jeremy **CLOSED**
- Can we get a board member or community member to volunteer to put up the one-way sign in section six?
 - Completed by Jeremy **CLOSED**
- Can we get a board member or community member to volunteer to put up the Towing signs?
- Marshal Mileage Log
 - Complete a mileage log.
 - Personal vehicle.
 - John suggested, adopt policy any request for reimbursement not received in 90 days of the expense will not be eligible for reimbursement.
 - Receipts should be turned in in the month that they occurred.
- Purchase of Marshal Vehicle
 - Refer to Marshal section.
- IS THERE ANY OTHER NEW BUSINESS TO DISCUSS:
 - Weather Siren is not working it is on the community to repair/replace per Rebecca's discussion with county. However, it is not the duty of the District to replace siren – per John Young. Rebecca reached out to find out if there are any grants. Cost started at \$20,000 - \$37,000 for the siren. It would be good to have siren for the boaters for inclement weather.

Action Item: Rebecca to send out research on siren to board members for information purposes only.

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- Road work – Rebecca to get quote for road repairs.

**Chair entertained a motion to go ahead once we receive the Hendricks paving quote to move forward with the fix to the roads, to not exceed \$10,000. Susan made the motion to approve, Rebecca seconded, Laren yes, Brenda yes, Sabrina yes, all in favor, approved by the board.

Action Item: Rebecca to follow up with Hendricks pavement Paving for a quote on pothole repairs.

- Budget Workshop

Action Item: Sabrina to reach out to Janet to schedule workshop. Research/discuss with Janet the possibility of moving from tax levy to district assessments for funding.

Action Item: Jeremy to review cost of new water pits and installation to understand if we need to update charges.

Action Item: All departments create 2026 budgets.

- Issue with 5183 water leak. The freeholder built a fence/gate and driveway is over easement which makes him drive over the water meter. The pit/meter was tampered with causing damage. Freeholder is refusing to pay for damages. We do not show record of proper permits being obtained for the build by POA/District nor the county.

Action Item: Johns will send a letter to freeholder instructing him to cease driving over the easement. John will check to see if District can collect attorney fees from freeholder for easement violations.

Action Item: Jeremy and Marshal to visit freeholder and ask he take care of the issue.

Business To Approve

- 1) Amended wastewater – approved during meeting.
- 2) New Water Pit and Meter Installation Agreement
 - Sabrina read the new Water Pit and Meter Installation Agreement.
 - Refer to new agreement for details.

** Chair entertained a motion to start using this agreement, Laren made the motion, Rebecca seconded, Brenda yes, Susan yes, Sabrina yes. All in favor, approved by the board.

- 3) Letter of intent to purchase Marshal vehicle – see previously read minutes for details.

Open Forum

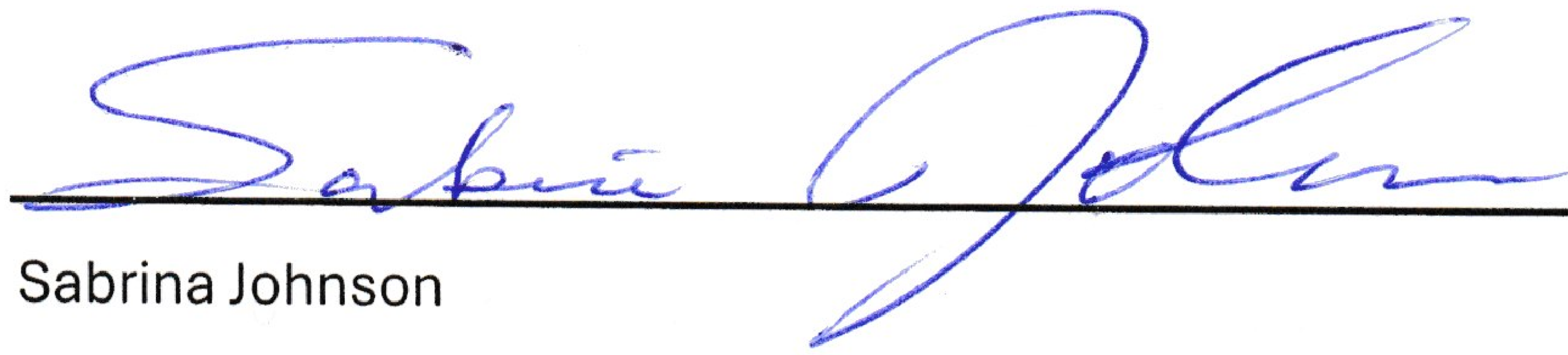
NA

Adjournment –

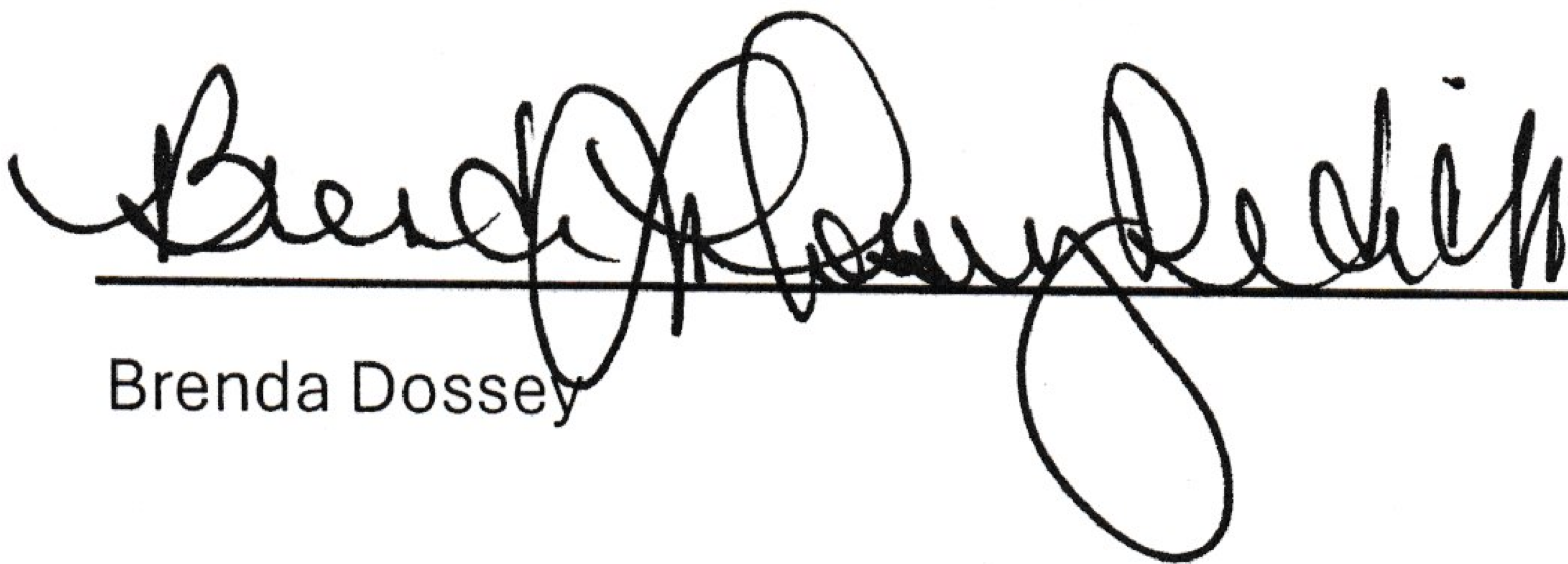
The **Chair requested the meeting to be adjourned, motion to adjourn meeting by Laren, and seconded by Brenda. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:57 pm

Board Member Signature:

May 10th, 2025



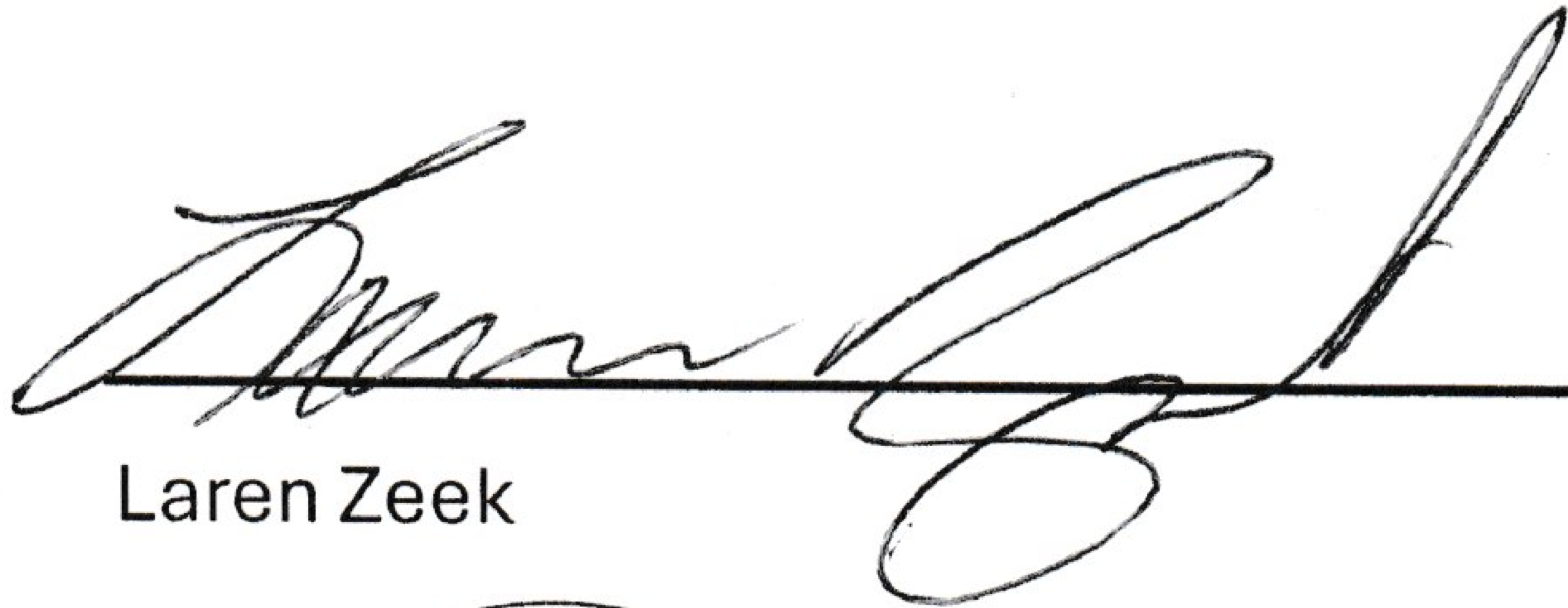
Sabrina Johnson



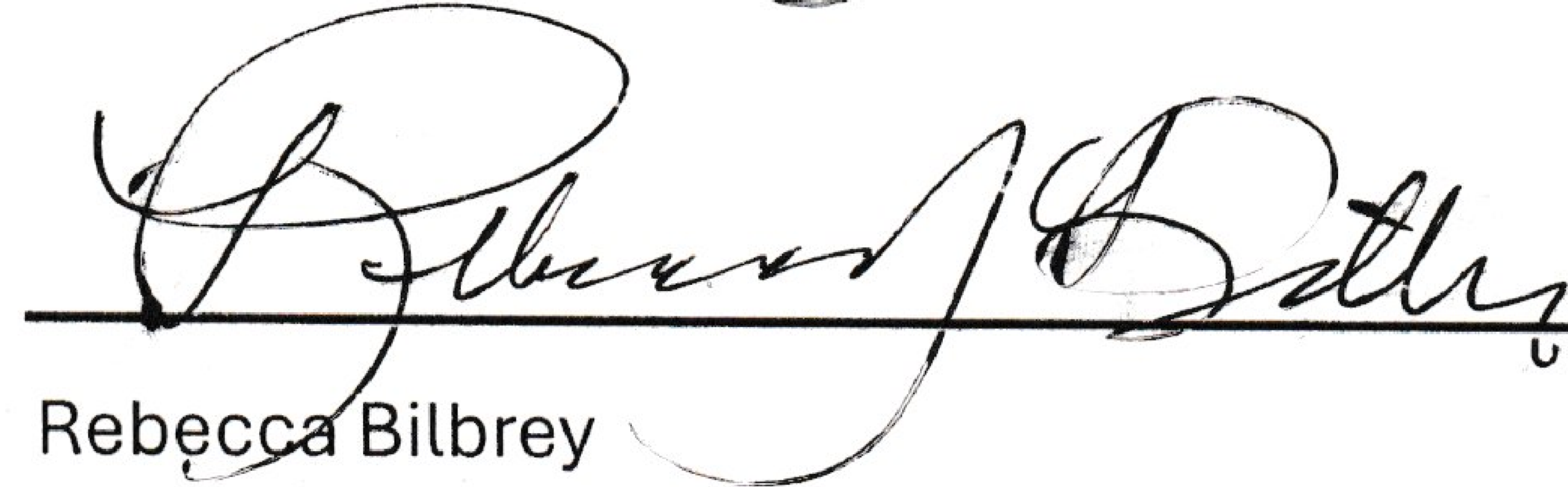
Brenda Dossey



Susan Grimes



Laren Zeek



Rebecca Bilbrey