

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

Saturday, December 14, 2024 @ 9:30 a.m.

Board Attendees: Sabrina Johnson, Tim Johnson, Laren Zeek, Susan Grimes

Absent Board Members: Brenda Dossey-Redick

Staff/Contractor Attendees: Mary Owens (Office Manager), Barb Johnson (Office Personal), Jeremy Staley (Water Superintendent), John Young (Attorney)

Absent Staff/Contractor Attendees: Doug Clodfelter (Wastewater Superintendent), Marshal, Alan Driver Jr., Deputy Marshal, Alan Driver Sr., 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.

EXTERNAL BUSINESS

- **Mike Richmond (Marketing Director, Putnam County Visitor Bureau)** to speak on behalf of Little Walnut Creek's request for water at new campgrounds on Glenn Flint.
 - Would like to entertain to tie new campground into the VBLCD water.
 - Mike will put a plan together and will come back with more details.
 - 3-5 year plan 20 RV sites, 8 primitive, 2 cabin structures, shower house (not sure of size) and dump station for RV's. No additional RV sites in 5-10 years. Wants to get up and running before expanding.
 - Steve Brock rate study – yes per the engineers at this time could supply. Will need more information.
 - 50-year plan – growing additional 30-40 RV sites, 8-10 cabins at max capacity, possible secondary shower house. VBLCD would have to upgrade at this capacity. We would not be able to handle.
 - No sewer needed. Will be separate from VBLCD. VBLCD in the process of applying for grants for upgrading the sewer.
 - VBLCD will entertain the idea of providing water to the campground. Depending on the water wells and treatment plant capacity.
 - 1st Qtr. 2025 wants to get utilities tied up (REMC, Joe Custis). Spring 2026 possible approval to start project. Full season usage 2027 (at the earliest)
 - Marshal – if maintain own roads would they want our Marshal to help on calls at the campground? Think about if they want to use it in the future.

Action Item:

- Mike will be back in February 2025 with updates.
- Kathy Deer brought up the State board of accounts Audits – as a utility charged full rate per day \$968 per day. Statute only if federal grant and audit done as federal guidelines. SRF & RD and OCRA Grants – VBLCD Paid full rate.
- Sabrina asked question to LWC if they have or might entertain the thought of using our Marshal to extend to LWC if possible, in capacity of Marshal or even security dependent on once expansion is complete if they are considered a conservancy with public roads to maintain. Kathy stated it could be a possibility, since they would be closer than Putnam Co. to answer calls.



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INTERNAL BUSINESS

- **Approval of Prior Month Minutes**

- The chair entertained a motion to approve the November meeting minutes. **Susan** made a motion to approve the minutes; **Tim J.** seconded the motion. All in favor of the motion to approve November meeting minutes; no one opposed. November meeting minutes were approved.
- The full minutes can be obtained in the VBLCD office

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

PNC BANK – Bank 1 – Main account	Month ending October 2024
Beginning Balance	\$1,052,024.34
+ Deposits & Other Additions	\$46,628.91
(-) Checks & Other Deductions	\$(40,653.68)
Ending Balance	1,057,999.57
(-) Outstanding Warrants	\$(17,171.73)
+ Adjustments/Outstanding Deposits	\$2,102.08
Record Balance	\$1,042,929.92

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 December 14, 2024

- **Water/Wastewater Superintendent Report: Jeremy Staley**

- See superintendent’s report prepared by J. Staley December 14, 2024

Action Items:

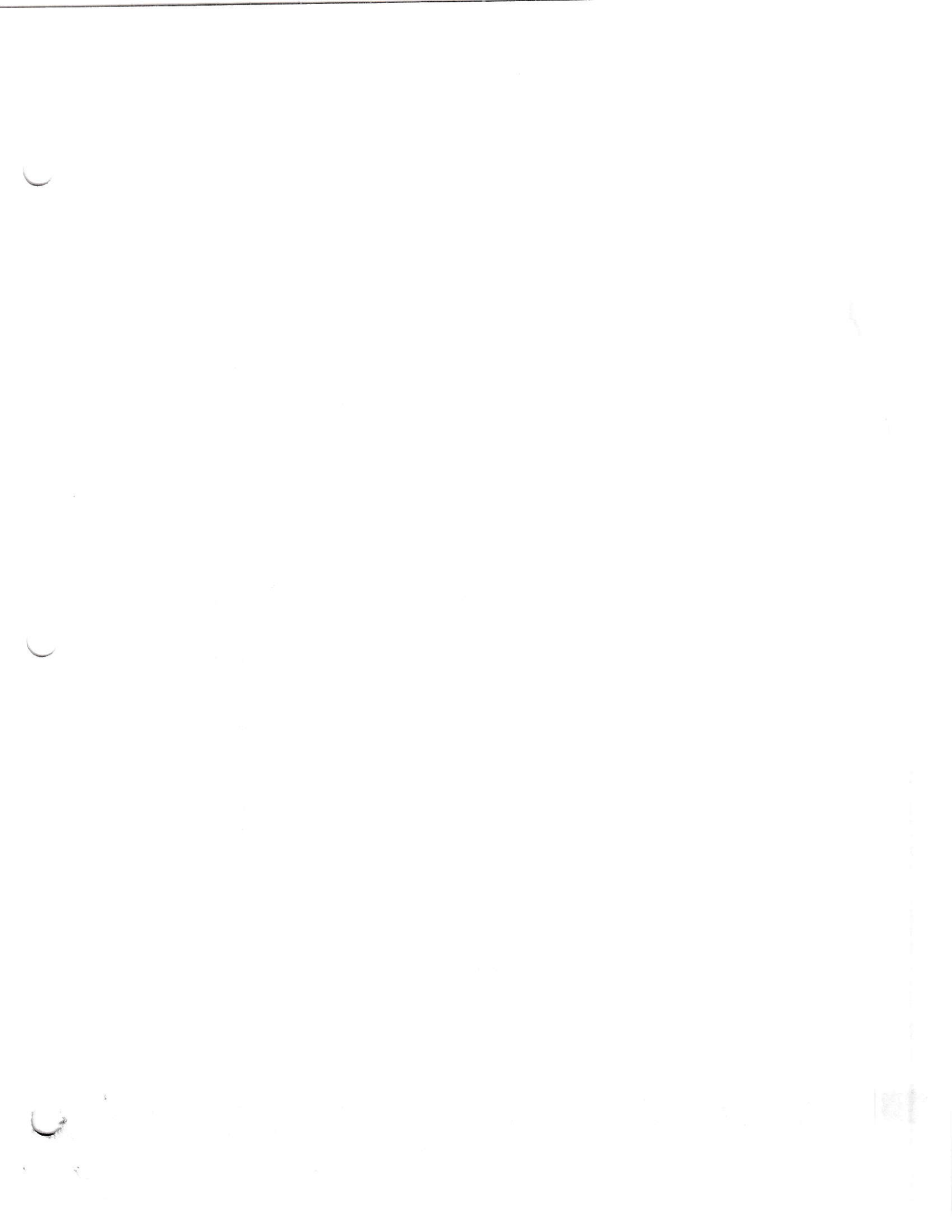
- Jeremy will look at drain in section 5 to see if UMAC needs to jet it along with section 1
- Jeremy to order items approved by John McGhee

- **Marshal Report**

- Per John Young - Sex Offender in community Mr. Hutton – VBLCD attorney is involved. Hearing in Parke County but they live in Putnam County. Parke county allowing to reside at VBL Estates, they believe he is not violating terms of probation. Criminal statute – Putnam County may file charges against him. Lives too close to the playground. Will see what happens.
- Per Sabrina - Three reports on the Marshal Report
- Tim suggested that the car stay in the community and questioned if Marshal was paid for commute time to the community.
- SOP’s include VBL POA and VBLCD rules. Don’t need to have in SOP’s just ensure they are enforcing the rules for both, our rules and the POA’s. POA allowed to enforce covenants.

Action Items:

- Need to follow up regarding the mileage report. Further board discussion on expectations of use of mileage log and gas receipts.
- Verification of work completed on car as Laren asked if work had been completed. Per Mary, the office had not received a receipt at the time of the meeting.
- Sabrina suggested a re-evaluation of taking home the car (we can get the most out of the vehicle).



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- **Board Focused Projects**

- **Open item updates**

- Speed bumps painted main entrance and main road in section 5

- Action Items:**

- Mary to get Susan receipts for the Marshal computer to turn in for the grant.
 - Mary to check with the Marshal to see if he has receipts for any additional items.
 - Board to look at different paint that Ron Grimes suggested so the paint and sealant will last longer on the speed bumps.

- **Water Rate Resolution**

- Water resolution – three main topics
 - Makes clear that there are no seasonal rates for water usage.
 1. Authorize District to file liens against properties
 2. Payments applied to Bills
 3. Sewer Lien
 - Will need to consider updating resolution once metered billing goes into effect
 - The chair entertained a motion to approve 2024-12-14 resolution. Tim J made the motion to approve, seconded by Laren, all in favor. No one opposed. Resolution approved.

- **Annex Bid**

- Sale of Annex building, bids taken thru noon on Dec 6th. 1 bid for full asking amount \$70,000. Pay amount not to exceed \$4000, will include closing costs. Did verify they are aware of this and gave earnest money.
 - The chair entertained a motion to accept the bid of \$70,000.00 and pursuant to the terms that were advertised. Laren made the motion to accept the bid, Tim J seconded, all in favor. No one opposed. Bid accepted.

- Action Items:**

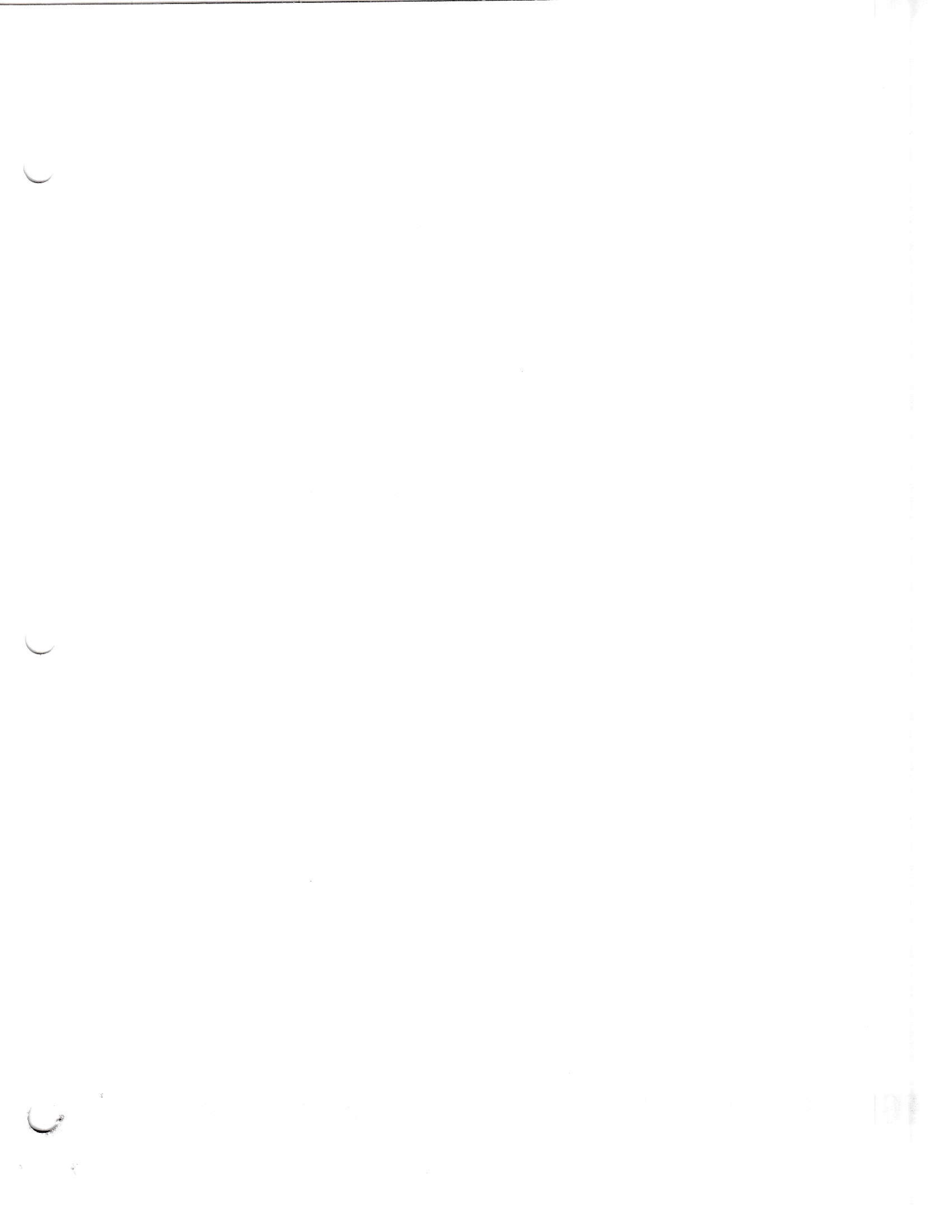
- Y&Y to help ensure closing is completed within 30 days.
 - Remove conservancy property from Annex Building prior to closing.
 - Create temporary office area within utility office for Marshals
 - Decide on where future board meetings will be conducted.
 - Create permanent office area within utility office for Marshals

- **Towing Contract**

- One towing company to contract with. They will need to have insurance to clean up after an accident.
 - The chair entertained a motion to approve the Towing contract with changes to verbiage, Laren made the motion to approve, and Tim J seconded. All in favor. No one opposed. Contract approved upon agreed verbiage change.

- Action Items:**

- Y&Y to change verbiage in contract per discussion and approval
 - Y&Y to send finalized contract to Conservancy Office
 - Conservancy Office to forward contract to Seniou's Towing for signature



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- **Dredging Contract**

- DNR came back and told us not comfortable to get waiver if we have to go into April to dredge. Come back to him in late Feb 2025. Dependent on weather for waiver.
- Sabrina contacted Doug Nusbaum and Shannon McCullough.
 - Shannon can start building a platform for barges to be put in the water next week.
 - Doug, Shannon, and Sabrina to meet next Wed. Dec 18, 2024.
 - Sabrina wants to see up to what dollar amount we can get started with dredging. I believe work can start and be performed up to the amount of the full requested amount for 2024 grant prior to April.
 - Requested ~\$102,000 was granted \$82,000 with VBLCD being responsible for 20% of requested funds.
 - Doug N. needs to confirm the amount of work to be performed during the 2024 stage.
 - To discuss how close dredging will get docks.
- McCoullough will invoice us in 2 phases – Phase 1 based on 2024 grant we have received and phase 2 per 2025 grant (if received)
 - McCoullough has contract with Glen Flint for Rip Rap. If needs to move the barge from VBL to Glen Flint there will be a minimal fee if this needs to be moved.
 - Beach area is not part of the dredging area on the contract, confirm with DNR and McCoullough.
 - John Young suggested we have a manager to monitor the project for the Grant for dredging.
 - Laren agreed to be the dredging project manager.
 - If finishes before April 1st over the amount of the first grant, we can't use the new grant if we are approved. After April 1st do phase 2 to finish up if approved for the second grant.
- The Chair entertained motion to approve the contract with McCoullough, as cubic feet verbiage was added to the contract per request of McCoullough along with stating work to begin in December. The vote also included Sabrina having the right to make call on timing dependent on information received from Doug. Susan made the motion to approve the contract and give Sabrina the right to make the call on the timing of the dredging. Tim J seconded, all approved. No one opposed.
- The Chair entertained a motion to approve and have Laren as the project manager to oversee the dredging project. Tim J made the motion to approve and seconded by Susan. All in favor. Laren was approved as dredging project manager.

Action Items:

- Sabrina to meet with McCoullough Excavating and DNR (Doug) and make an informed decision on the timing and amount of dredging to be performed against the 2024 grant funds.
- Verify beach area is not included in current dredging plan
- Y&Y and/or Conservancy Office to send McCoullough Excavating signed contract

- **Insurance invoice**

- Board doesn't have to approve invoice



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- Other Board business

- Speed limits

- Laren asked John if there is any update as to who sets limits?
 - Requires the County Commissioner to pass an ordinance to change the speed limit. Roadways in urban area speed limit
 - Ordinance violation – Marshal can issue a ticket for a 20 in a 10 mph. We are reliant on the county to enforce the payment of the ticket.

Action Item:

- John to check with the County to see if they changed the speed limit in the district.

BUSINESS ON HOLD (information only – will not be discussed)

- Relocating Archives / Portable Generator /Community Center Repairs / Boyce Invoicing / Culvert in Section 6 / Gate between Section 1 & 6 / Emergency Road / Culvert in Section 5 / Run off from farm above Section 6


OPEN FORUM

- Water pressure issues – How is it tested? Wondering if losing pressure somewhere. That is a Jeremy question. Sabrina to email to Jeremy. Mary suggested to check the faucets screens to see if they could be clogged.
- Speeding – enforce ordinance violation. John to verify where money goes if paid a violation. Prosecuted by the prosecutor's office.
- Open additional parks in the community, to keep offenders out of community? Can property be donated to the conservancy to have a park on property. Yes, per John.
- Tim Johnson's term will end on December 31, 2024. Thank you, Tim, for your years of service to the Conservancy. Appreciate everything you have done.
- Rebecca applied for section 4 to replace Tim. John Young will call the January meeting to order and then nomination and election of new board members. Will need someone to be a check signer that lives in the community.
- Policy on snow removal is 3" to plow the community. Need someone from each section to decide to plow or not to plow. Need a task force to decide. Laren can set up a task force.
- Rebecca will see her in section 4 and Laren applied for section 6.

Action Item:

- Sabrina to email Jeremy on water pressure test.
- John to verify where money would go if speeding violation was enforced.
- Laren to set up a task force for determining snow removal.

ADJOURNMENT


*The Chair requested the meeting to be adjourned, motion to adjourn meeting by Tim J, and seconded by Susan. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 11:37pm

