

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

Saturday, February 8, 2025 @ 9:30 a.m.

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

Absent Board Members: Brenda Dossey-Redick,

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

Absent Staff/Contractor Attendees: 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 9:36 a.m.

EXTERNAL BUSINESS

- None

INTERNAL BUSINESS

- **Approval of Prior Month Minutes**
 - ****Chair** entertained a motion to approve the January 11, 2025 meeting minutes. Laren made a motion to approve the January meeting minutes; Susan seconded the motion. All in favor of the motion to approve January meeting minutes; no one opposed. January meeting minutes were approved.
 - The full minutes can be obtained in the VBLCD office

- **Financial Report**

• PNC BANK – Bank 1 – Main account	Month ending December 2024
Beginning Balance	\$1,051,871.81
+ Deposits & Other Additions	\$197,410.40
(-) Checks & Other Deductions	(36,493.46)
Ending Balance	1,212,788.75
(-) Outstanding Warrants	(3,457.81)
Adjustments	2157.15
+ Adjustments/Outstanding Deposits	
Record Balance	\$1,211,488.09

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

- **Office Report**
 - See office report prepared by M. Owens February 8, 2025

Open Action Item: Tina Sillery to get Notary Public



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

Saturday, February 8, 2025 @ 9:30 a.m.

1. Aquatic Control

- A. Call to make them aware we are dredging and get thoughts on when or if we treat the lake in 2025. Yes needs to be completed in 2025. Will start in April, treat for algae.

2. Laptops

- A. Have they been set up with the systems needed? Boise needed on the office laptops. Rebecca to help Mary, Barb and Tina with back up of old computers.

3. Towing Contract

- A. Have we received signed copy or suggested changes from Seniour's? Mary sent to them but No response. Sabrina will call and check

4. Bank Accounts

- A. Has Tina and Laren been added? Yes
- B. Has Tim been removed? Yes
- C. Has Mary been removed? Yes

5. Needs

- A. List of must have items and would like to have items?
Office items – Debit card for Tina
Debit cards Limit set \$5000 one card each for Jeremy and Doug \$5000, per month
Office for Tina \$5000, per month
Marshal - continue with gas card for now

****Chair** entertained a motion to approve 3 debit cards each for \$5000 one each Jermeiy, Doug and Tina, Susan made the motion to approve the debit cards in the amount of \$5000 for each office staff, Laren seconded. All in favor to approve. No one opposed.

Open Action Item: Mary/Barb to send policy resolution to John 1-1-2018-2019

• **Water / Wastewater Superintendents Report**

****Chair** entertained a motion to approve invoice from Electric plus in the amount of \$2,369.05 for the rework of the Conduit work. Susan made the motion to approve the Electric Plus invoice, Laren seconded. All in favor. No one opposed.

1. Utility Truck Taillight

- a. Has this been resolved? Truck to be taken to York Chrysler Dodge Jeep Ram in Brazil for Oil Change, engine light and tail light check. Waiting on service department to call back with appointment time. Also, will check factory recall.

2. Roto Roots

- a. Jeremy and Doug are creating a plan to bring before the board.

Action item: Doug to call UMAC on Feb 10, 2025

3. Full Wastewater Certification

- a. What is needed for Jeremy to be fully certified? At the time Doug is ready to retire, Jeremy will need the time and experience to pass test. Not crucial at this time. Can pay for when needed. Continue education every two to three years and online classes/seminars.



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

Saturday, February 8, 2025 @ 9:30 a.m.

4. Items approved by John McGhee

- a. Have the three items been ordered? Yes, generator, valve exerciser and extra valves and re-setters.

5. Office Share

- a. What is the status of straightening the office to share with Marshal? Clean if need to use for interviews.

6. Needs

- a. List of must have items and would like to have items? On list

Little Walnut Creek Campground on hold for 5-10 years. Will no longer need VBLCD water at this time.

Action Items:

- Sabrina to revisit the water pit installation fees and process at the next meeting
- Barb to make a hard copy of the water pit installation letter for Sabrina.
- Board members to consider taking a tour with Jeremy and Doug to understand the sewer system issues.
 - Sabrina to work on updating the water pit installation request form.
- **Marshal Report** – please speak to the work performed since January’s meeting and address the open actions items below. Email address ADMarshal.VBL@outlook.com

Open Action Item: Susan to complete community grant paperwork

1. **Community Grant (2024)** - receipts have been turned in. Need wording on what we used the grant for and how it helped the community. Will send me an email regarding the grant.
2. **Annual Marshal Spring IMA conference** April 3-5, 2025 and additional training thru the Sheriff's department, will cover the training for the year.
 - a. Have items been ordered? Received Tow Tags. Back of tag for our records.

No calls in January except for one on Jan 26th that DNR lead on Glen Flint.

Action Item: Would like to see report in writing from the marshal monthly

3. Receipts

- a. Are receipts being turned in timely to the office staff? No receipts, \$120 on gas card.

4. Mileage Log

- a. Is it being used? Date –Start when we get the new vehicle. Need for budget next year. Beginning of shift to end of shift mileage will be tracked.
- b. Question – 40 hours week starts May 2nd tentative. 20 hours starts October.

Action Item: Sabrina to check for suggested hours until further notice.

- c. Using own vehicle and not making traffic stops.
- d. Monthly report will be submit before the board meeting monthly.



VANBIBBER LAKE WATER CONSERVANCY DISTRICT
MONTHLY BOARD MEETING AGENDA for

Saturday, February 8, 2025 @ 9:30 a.m.

5. Electrical issue with car

- a. Thought on fixing prior to getting a different car? Dead and won't start. Will have car towed.

Action Item: Alan to have the police vehicle towed for inspection and estimate.

- Barb to call on Monday to inquire about towing coverage thru the insurance for the district vehicles. If have contract with Seniors would they be able to tow the marshals car?

6. Used Vehicle from Andy Mohr

- a. Updates? When we are able to get funds, moved and approved. Letter of intent for Any Mohr. 2022 vehicles 9 more coming in in March with lower miles and new equipment. In same price range.

7. Needs

- a. List of must have items and would like to have items? Putnam county Sheriff's dept. will provide evidence locker.
- b. Amendment to lease want to get started now with POA. Give updates.
**Chair entertained a motion to approve the change to the lease and forward to the POA and upon the POA accepting the changes it will become effective. Susan made the motion to approve changes and send the lease to the POA, Rebecca seconded, all in favor, approved by the board. No one opposed.

• Board Focused Projects

Open Action Item: Sabrina to send lease to POA and discuss Marshal office in the kitchen area at the community center.

1. Permanent office location

- a. VBLCDC office or Community Center? Would like to have the Marshal office at the community center. Contact the POA office with updated lease and check status to move in to community center. Sabrina to send revised lease to POA today and can discuss the have the marshal office at the community center.
- b. Thoughts on contractors? Benjamin Fox local and licensed 765-721-1017 Matt Sillery construction 765-301-0559. Suggestion from Brenda on contractor?

c. Who can manage this project?

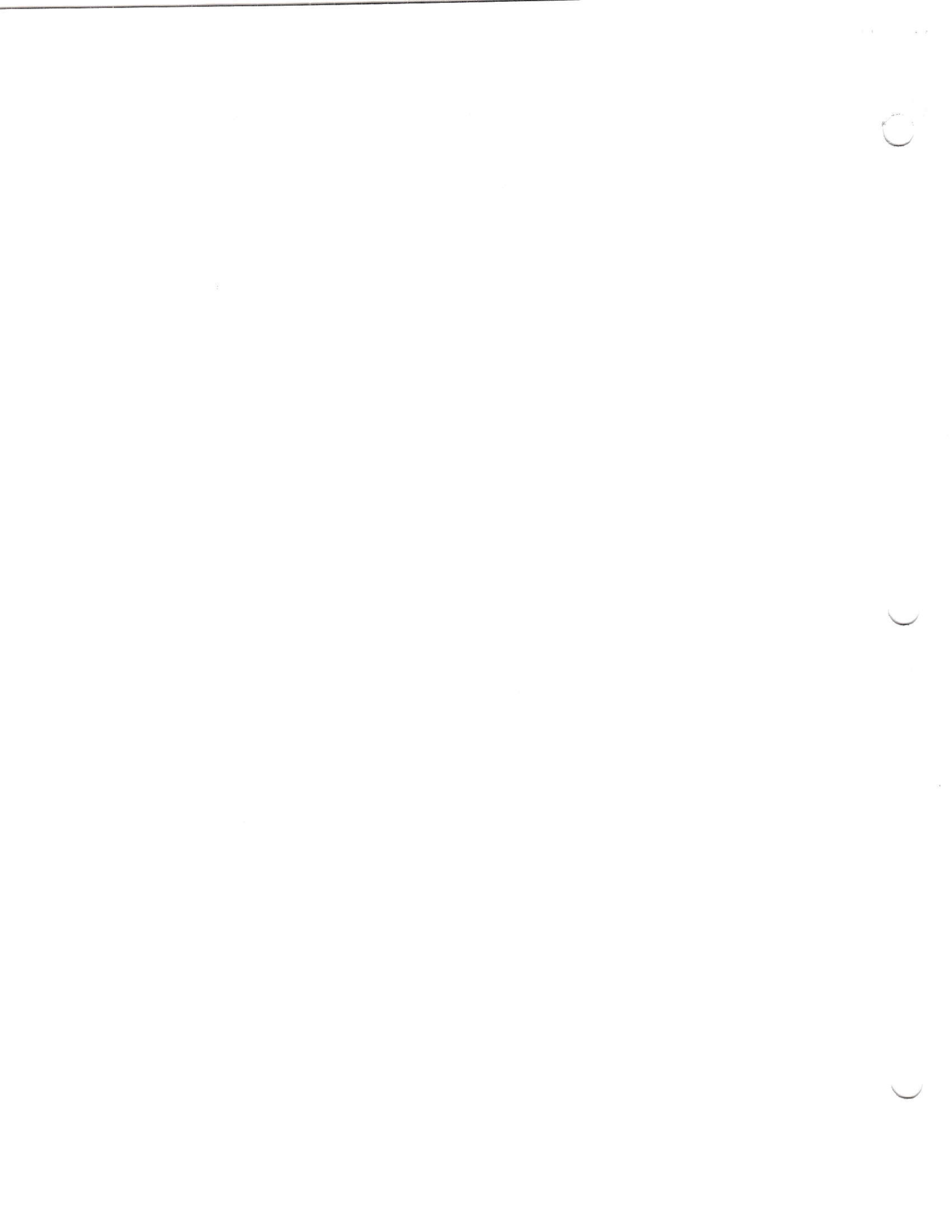
Poll board members with the POA to see if we can use the old kitchen for the Marshal's office.

Everything will need to be removed out of area. Remove window, replace doors so secure. New paint, new flooring. Go look at and see what is needed. Go look at and also take a look at back room to see what is needed for the archives.

May want to have contractors to bid work on community center, new windows in the building, LED lighting

Look at utility bills to see what the additional costs are for the marshal and see if VBLCDC reimburse POA for costs. Is the POA willing to maintain the cost of the utilities.

Think about putting the utilities in our name to ensure they are paid monthly and then bill the POA for their costs.



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

Saturday, February 8, 2025 @ 9:30 a.m.

2. Quote for “culvert” work in Section 5 (Man Made Lake)

- a. Quote from UMAC - Received
- b. Quote from Joe Custis - Received
- c. Quote from McCullough - NO PROGRESS
- d. Quote from Lyn (community member) – Did Brenda get a quote from Lyn? No update

Action Items:

- Lauren to reach out to Joe Custis and Liberty - Jerry Cox for more detailed quotes on the drainage work in Section 5.
 - Quote on 12" pipe and cover on ends of pipe (so nothing will get caught in drain) See if we can get quote itemized. Repair road if not boring under road.
- Sabrina to contact Brenda for suggestions on licensed contractors for the community center renovation.

3. Part-time Help Water/Wastewater

- a. Do we want to advertise position? If so, when? Main responsibilities will be to flush systems and roto roots. Advertisement/contractor help. Doug will check with UMAC to help with roto roots. The new sewer system will be pressurized and home-owners will be responsible. Contractors are allowed per John Young to use VBLCD equipment.

4. Quarterly Staff Meetings

- a. Should we hold 4 'Executive' meetings a year to help open communication between staff and board to get questions, concerns, and needs out on the table? Thoughts?

Would like to see better communication with the staff. Mindful of what is going on, what are issues happening, are their problems going on with the community that we don't hear about. What can we do to help them run their jobs better. Help the board understand their day to day jobs so we can help. Sabrina suggested a workshop or meetings to discuss with each staff member to see if they have questions for the board. Liasson to the department like Brenda is with the marshals. Advertise a meeting to discuss staff items. Number of ways to do. Per John Young. Employee performance executive session. General operations of district, commonly done by committees. Committee can include freeholders. Workshop – if you have 3 members (Quorum) meeting it's considered a meeting. And will need to advertise about the meeting.

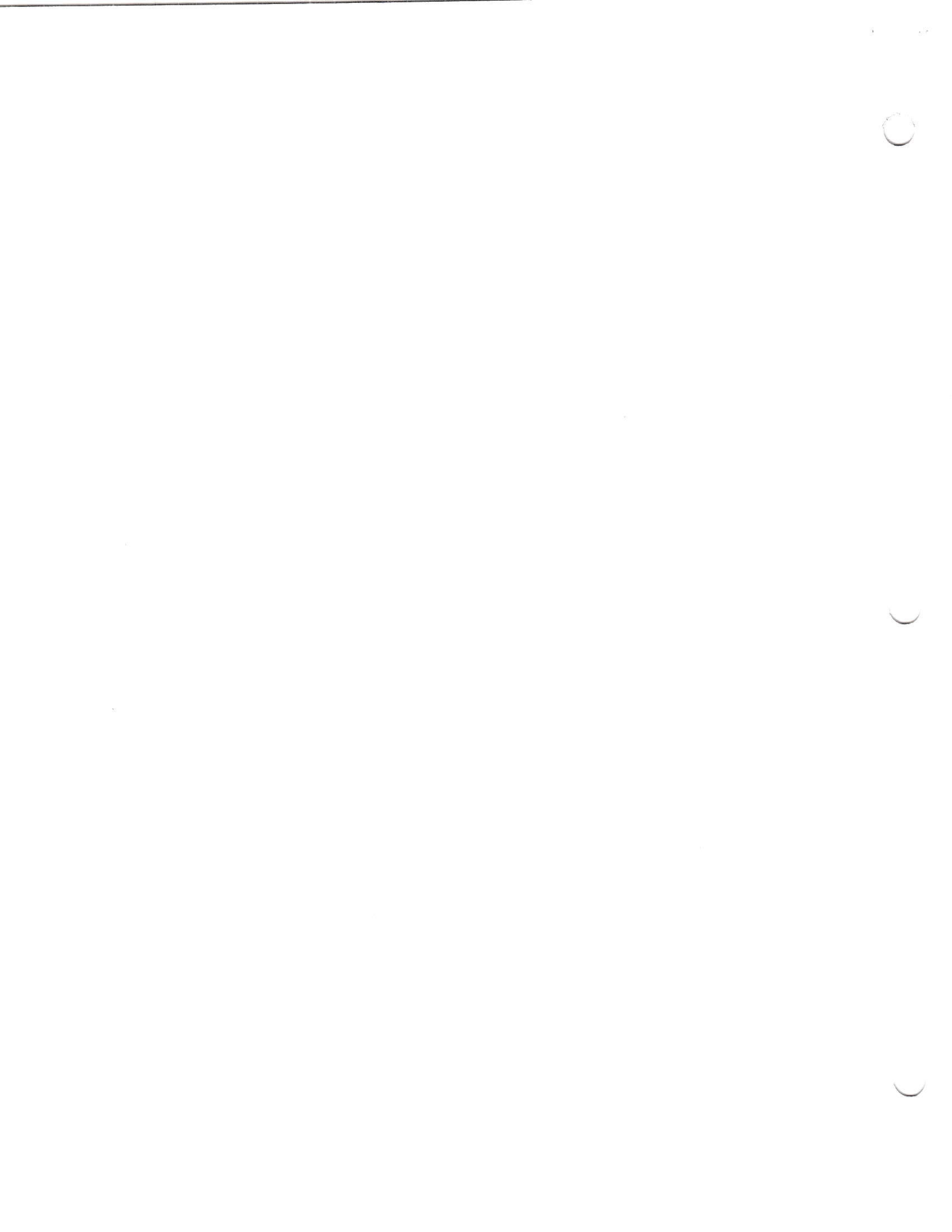
5. Wastewater Grant

- a. Email sent to Dustin Whalen (HWC), waiting for status update.
- b. Sewer project Dustin Wahlen will be at March meeting and will have cost of replacement of Sewer lines. Should know by June or July for grant. *SRF due April 1st. Allocate more funds to wastewater if needed.

6. Community Grant

- a. Have we supplied the grant board with all necessary receipts? If not, what's outstanding?

Emailed Alan to help with the wording. Copied Brenda and Sabrina



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

Saturday, February 8, 2025 @ 9:30 a.m.

7. Dredging Project –

- a. No further dredging work can be completed prior to April 1.
- b. DNR stated for us to reach back out in late February to request a waiver for dredging into April 2025.
Working with Matt Buffington (Environmental Unit Supervisor)

Action Item: Sabrina to reach out to Matt Buffington

Invoice for dredging – received invoice \$65200. Our portion \$13,040 and will be sent out next week. 20-80 for Lare Grant.

Action Items:

- Sabrina to follow up with Doug Nussbaum and Shannon McCallough regarding the dredging project status.
 - Barb to send a check for \$13,040 to Shannon McCullough for the completed dredging work.
 - **Business To Approve**
1. Aquatic control quote/invoice \$6,885.00 (can approve dependent of what they say about treating lake with dredging taking place)
 - o ****Chair** entertained a motion to approve the \$5000 invoice for Aquatic control to treat Van Bibber Lake. Laren made the first motion to approve the invoice for \$5000 for Aquatic Control, Susan seconded. All in favor, approved by the Board. No one opposed.

Notice to Taxpayers for additional appropriation advertised – was filed January 13, 2025 this is for the capital outlay of the \$29,000 want to use to purchase car for marshals.

Open Public hearing, now closing public hearing – No public in attendance

****Chair** entertains a motion to approve the reappropriation of the funds of \$29,000, from 2024 year to 2025 year, to purchase a car for the Marshal's. Laren made a motion to approve the reappropriation of funds, Susan seconded, all in favor, approved by the board. No one opposed.

New Business

New Water Pit:

Need to confirm with Jeremy that we have water pit and the cost will still be the same. Have had a community member want one installed before spring. How to handle in the office? SOP for new water pits – written request, \$4200 for pit and meter installed, connection fee of \$150, mandatory inspection fee \$25. Total cost \$4375 Rates and charges - 3-11-2023 with amounts to be paid. Resolution 2023-01-14 water pit policy. \$4200 water pit and meter base pay. **Total cost \$4200 Paid in full before start.** Will have to have a licensed plumber to connect to pit with line and then will be a charge of the connection fee of \$150 and mandatory inspection fee \$25 before water will be turned on.

Action Item:

- Sabrina to check with Jeremy. Jeremy to assess if \$4,200 is still an appropriate amount for new water pit and meter installation.
- Barb to send Sabrina wording of letter that went out previously to residents for connection of meters. Need to get more detailed. Will need to obtain easements for future installations. Work with John on wording.



VANBIBBER LAKE WATER CONSERVANCY DISTRICT
MONTHLY BOARD MEETING AGENDA for

Saturday, February 8, 2025 @ 9:30 a.m.

One Way sign in section 6 at 6077 Missing and need new sign. Sabrina to check to see if it's laying down or gone.

No parking signs by the mailboxes – do we have signs to post? Will need to check to see if we have to post.

Meter readings – Zenner meters has data, Boise - billing. Matt with Pipe Utilities working with the office. They have all the data. Until we adopt the rates then will have meter reading on the bills. Cost effective to have Boise do billing. Board will need to approve.

Action Item: Sabrina to contact Matt from Utility Sales about implementing metered rates on bills

Resolution 2025 shows what employees make – already voted on, Mary did an amendment to add Tina as she was not hired at the time of the budget.

- **Business on Hold (information only – will not be discussed)**

1. Section 6 (culvert)
2. Received quote from UMAC.
3. Quote from McCullough - NO PROGRESS
4. Quote from Lynn (community member) - NO PROGRESS
5. Gate Between Section 1 & Section 6 @ McPeak property line
6. Emergency Road between Section 1 & Section 6
7. Portable Generator
8. Boyce Invoicing
9. Relocating Archives and storing them in plastic totes
10. Community Center Repairs – If we decide to house Marshal, we made pull this up so we can take care of things as we renovate for Marshal Office, thoughts???
11. Speed bumps - Will use paint and coating suggested by Ron Grimes

- **On Hold – when ready to move on these items we will need Young & Young's involvement**

12. Who set the speed limits for VBLCD
13. Enforcement of POA By-Laws on water/sewer hookup
14. Water expansion for LWC campgrounds – UPDATE: Little Walnut Creek Campground on hold for 5-10 years. Will no longer need VBLCD water at this time.

15. Run off from farm above section 6

- **Open Forum**

NA

ADJOURNMENT

The **Chair requested the meeting to be adjourned, motion to adjourn meeting by Susan, and seconded by Rebecca. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 1:26 pm

Rebecca G. Bailey 3/8/25
Karen G. Gek
Susan G. Gek
Sabrina G. Gek

