



# VAN BIBBER LAKE CONSERVANCY DISTRICT

4374 W County Rd 450 N • Greencastle, IN • 46135 • (765) 739-6671

## Board of Directors Meeting AGENDA – Feb. 21, 2026

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### PLEDGE OF ALLEGIANCE

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#### PUBLIC MEETING

- Resolution No. 2026-01-17: A Resolution Amending the Rates and Charges for the Waterworks Utility
    - Further explanation to freeholders as necessary
    - 2<sup>nd</sup> reading and passing of the resolution
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#### MONTHLY MEETING

#### MINUTES

- Approve minutes for Dec. 2025 meeting (missed during 01.17.26 meeting due to quickened pace from winter weather advisory)
  - Approve minutes for Jan. 2026 meeting
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#### EXTERNAL BUSINESS

- RCAP (Rural Community Assistance Program) / USDA
  - Mike Novak in for discussion about wastewater
  - Need to schedule a 3- to 4-hour meeting with the board to discuss wastewater project and newly required and mandated reporting
- USDA
  - Rural Development (RD): Form RD 442-2 Statement of Budget, Income and Equity
    - Extension granted from Jan. 31 to Feb. 13, and again to Feb. 20
    - RD Annual reporting due by Mar. 1st, 2026
    - See 01/09/26 email from Community Programs Servicing/USDA
    - Rebecca's been working on this (2024 was not accurate and had to be redone)
- ZENNER Contract
  - John to have negotiated Article 5: Additional Terms, line item 5.6 to allow laws of the state of Indiana to govern the Agreement (instead of Texas)
  - Contract needs approved and signed
- SRF
  - Grants applied for spring and summer – awaiting response
    - Continued dredging of VBL
    - Rip-rap installation on shoreline
- Indiana Alliance of Rural Water
  - PFAS Recovery Program
    - Phase 1 of the settlement process with 3M Corporation.



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- \$544,464.85 has benefited Alliance of Indiana Rural Water utilities. Payments from settlements with Dupont, TYCO, BASF and Carrier are still pending and should be distributed within the next few months.
  - Testing will be completed under UCMR5
  - If detects of any of the 29 pfas compounds occur, you can qualify for Phase 2 settlement monies from 3M and have access to billions of dollars more in the settlement process.
  - Deadline to register to participate in the settlement process is June 30, 2026 and applies to systems tested after June 22, 2023. There are also 12 other companies in the settlement process, so if we've had detections of PFAS at any time we need to reach out to Indiana Alliance of Rural Water
- Job posting for laborer via IARW (Indiana Alliance of Rural Water) website - \$50

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## INTERNAL BUSINESS

### Office Manager Employee Review

- See Board-Focused Task/Projects > Critical Tasks & Projects

### Office Manager Reports - Trish

- Financial Report
  - Approve Dec. financials
- Office Report

### Key items:

- Metered billing preparations via Zenner/Keystone
- Driving over, parking, or obstruction of meters
  - Letter of agreement needs drafted stating that freeholder is not allowed to drive, obstruct, or put excess weight over the water pit/meter, and what the repercussions are when this occurs. Freeholder in question must agree to, sign, and date this letter of agreement and it must be filed with the office
  - Suggested Water Pit Clearance Notice
    - **Notice to Van Bibber Lake Conservancy District Water Customers**  
All water and wastewater customers are required to keep water pits and water meters fully accessible at all times.  
Water pits/meters must **not** be blocked, covered, concealed, landscaped over, buried, fenced in, or obstructed in any way. This includes placing debris, soil, mulch, gravel, vehicles, structures, or any other materials on or around the meter location.  
It is the property owner's responsibility to ensure the area around the meter and pit remains clear and visible. Maintaining proper access allows the Water Superintendent to quickly and safely reach the meter or pit in the event of an emergency, leak, shutoff, repair, or other necessary service activity.  
Failure to maintain clear access may result in service delays, additional charges, or other enforcement actions.  
Thank you for your cooperation in helping ensure safe and reliable water service for the community.



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## Upcoming tasks for office staff:

- Scope of Work and Expectations for specific staff positions – in process
- Check signing designees – PNC will need to have approved Jan. minutes for adding Trish and Rebecca as signing designees
- Upcoming Resolutions/Ordinances
  - Older “VBL Conservancy District Rates and Rules” pdf will need to be taken down from website, edited to reflect new volumetric rates, and reposted

## Water & Wastewater Superintendents – Jeremy and Doug

- Service contract for generator at WWTP – maintenance update/contract via MacAllister
  - New service rep, John Huff, to get quotes for various term lengths and adding our water treatment plant generator (Cummins) to the maintenance contract
- Search for additional staff/laborer
  - Get Jeremy and Doug a copy of the last ad posted so they can edit it and post on Alliance and elsewhere
- Surplus property – create list with estimated values. Send to John (attorney) – check statute for disposal of items. Prepare for disposal, sale, or auction.
- Inconsistencies in matching pit/radio numbers to account numbers that will not work with a GPS monitoring system – describe corrective measure/operational procedure needed to remedy
  1. MIU address numbers were replaced with customer account numbers. Some training may have been lost during transition of our office manager's position last year
  2. GPS was not accurate during the initial setup.
- I plan to meet with the new sales rep and Zenner Representative this spring (his choice) to get new training 'in the field' and address these and several more issues (faulty radios, battery life spans, replacing linked components and will have more information at that time).
  -
- Tablet for GPS monitoring system has been received, waiting on protective case/screen protector
- Go over wish list (from Sep. meeting) to consider approval of specific items
- Estimates for fill pipe removal
  - Cost: \$119,491.53 (vague estimate)
  - Another option would be to look into a new maintenance plan to spread this cost across, doing that would raise your annual fees but allow us to spread the cost of this work over multiple years.
  - Checking on other options (Caldwell Tanks, Crouse Inspection Services) to determine if replacement is warranted

## Marshal Report – Alan Driver Jr.

- Arrests, traffic stops, police/resident interactions, etc.
- Noise ordinance – any progress on understanding how this might be managed (POA issue?)

## Board-Focused Task/Projects

### Critical Tasks & Projects



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- Barb's Friday work – are we ready to give Barb back most of her Fridays?
  - Additional salary was not factored into the 2026 budget to extend her working every Friday
  - We would still need to have Barb come in the Friday before the monthly board meetings to assist in getting things ready
- Approve Trish's raise and make retroactive to the 90 days date (Jan. 17)
- Get with Zenner & Boyce on how to prepare for the change from flat to metered rate billing
- Sewer Line Survey & Lot Assessment
  - This is a monumental task that currently we do not have the manpower to manage – TABLE
  - Once sewer lines are replaced, new plats with more accurate easements will need to be included on plats for entire community
- Update: Remuneration for Sabrina Johnson's extra hours
  - Janet stated that this can be worked out and is a regular occurrence
  - Per SBOA statute
    - Directors may be compensated up to fifty dollars (\$50) per day for work devoted to the district outside of regular meetings.
    - Monthly Limitation: This compensation for extra work is capped at a maximum of five (5) days per month.
    - Each office work day at VBLCD is equivalent to 7 hours (max 35 hours per month)
  - Then take the remaining hours and 1099 her for those
  - Hours reported
    - 9/16/25 - 9/30/25: 17.2 hours (2.46 days)
    - 10/02/25 - 10/31/25: 51.4 hours (7.34 days [5 days per statute, 2.34 days 1099])
    - 11/07/25 – 7 hours (1 day)

## Projects to consider

- Laren
  - Set up a date in March for Hendricks Paving to review pot hole and patching needs (Stan Orr, Hendricks Paving, 317-714-2043)
  - Section 2 drainage issue – Laren is to get that assessed
  - Section 1 (lots 1060 & 1064) – Flooding and needs excavation/surface drainage
  - Section 5 drainage project (Campbell property) – ETA of contractor? Has been delayed due to weather, but \$7,285 approved in prior meeting
- Section 6 (McPeak property) – part of the next stage in silt removal/rip-rap assuming we receive funding

## Grants

- Wastewater grants & loans
  - Checking with Dustin Whalen of HWC and outsourced professional on additional grant opportunities
    - OCRA grant (\$750,000) – need to rank for SRF through filling out OCRA grant first –
      - Will not be put on SRF PPL rating until we file for OCRA grant, we qualify for round 2 applications



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- Deadlines round 2, October proposal and December due date
- Can apply every 5 years
- Check mid-week next week with Kristy Jerrell (812) 878-0826 to see what she's discussed with Dustin of HWC
- Work with Kristy, Dustin, Steve Broch, as well as our attorney to come up with a realistic 5-10 year plan to phase in the wastewater
- SRF (state and federally funded)
  - Has a large pool of money, but not a large amount for grants this year...only revolving fund loans are active at present
  - We are on that list with a score of 63 (puts us at about 50<sup>th</sup>-53<sup>rd</sup> on the list)
  - PPL is not rated and won't be until we file applications for OCRA grant
- USDA Rural Development (Federally funded)
  - Out of money for 2026 – No funding available
- Other smaller grants in the state, but nothing that would make a big enough impact
- Look to fill out SRF and USDA grant/loan applications Dec. 2026
- \$5360 is remainder in LARE grant – could this be used for moving silt in preparation of next phase of silt removal? If this does not meet the conditions of the grant, then we would apply it to continued dredging project

## Policy/Procedures

- Scope of Work and Expectations
- Reporting time

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## NEW BUSINESS

- Staff performance policy – needs drafted
- New computer for Office Manager needed
  - The small laptops purchased for the office staff are inadequate for reporting. The Snapdragon process does not allow for any Adobe products to be loaded, and we MUST utilize Adobe Acrobat to do USDA/RD budget and annual reporting, as well as view and print PDF bank statements and anything else that is in PDF format.
  - Rebecca has requested an estimate for a much more robust laptop or desktop unit for the Office Manager only. The office assistant's (Barb's) computer will not be replaced, as it is sufficient for its purpose
- NSF fees (Non-Sufficient Funds):
  - As of last year, we have to pay to Invoice Cloud \$15 per rejected payment/insufficient funds. We charge freeholders \$55 dollars for NSF. Fees need to be adjusted based on these additional charges and should now be \$70.
  - We currently pay invoice Cloud \$2,400 per year just for their services, in addition to paying the \$15 for each NFS.
  - Will need to do an addendum to Resolution No. 2026-01-17
- Leaks and excessive water use rules



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- There are no rules for excessive water use where a freeholder chooses to run their water intentionally (current verbiage only states leaks)
- No resolution has been found regarding the rules for leaks, only a rule posted via the website (<https://vanbibberlakecd.in.gov/rates-and-policies>), and mention of a letter to residents in the 04/13/2024 minutes.
- Current rules state:
  - If a resident has a leak the resident should first turn the whole house shut off valve off. Locate the leak and then turn your shut off valve back on. If the resident contacts the district to shut off the water, the cost will be \$100.00 for a scheduled shut off and \$150.00 for an emergency shut off, plus a \$25.00 inspection fee. All residents are required to have a whole house shut off.
  - If the District is notified with a leak alert on a resident property, the district will attempt to contact the resident by phone. The resident will have 3 days to shut off and repair the leak. If after 3 days the leak continues, the resident must shut off his/her water. If the resident does not shut of the water, then the district will have to shut the water off at the cost to the resident. If the leak is over 1000 gallons in a 24-hour period, the resident must immediately shut his/her water off. If the resident does not shut water off, the district will shut water off at the cost to the resident. Once the leak is fixed, the resident needs
    - Concerns: The current rule may pose issues for the District since it puts the responsibility on contacting residents regarding leaks as detected by daily meter reading notices. If the District cannot contact the freeholder, then there may be question as to what the District might be responsible for regarding a freeholder's property
  - This will require making changes to the Rules & Policies posted on VBLCD website
- Need to consider adoption of policies for negating sewer charges and adjustments for emergency leaks/issues (to be allowed one time per year per property/freeholder with freeholder making a case before the board prior to board approval)

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## MISCELLANEOUS

- Maintaining easements – Section 1, Jeffery Lane – dead end road near lot 1020 and 1026
  - Has it has been established that it is the responsibility of the District to keep easements of this nature free from overgrowth?
- Weekly time cards for all staff – to become a requirement

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## OPEN FORUM (LIMITED TO 15 MINUTES)

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## ADJOURNMENT