

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

**Saturday, January 11, 2025 @ 9:30 a.m.**

**Board Attendees:** Sabrina Johnson, Laren Zeek, Rebecca

**Via Zoom Board Members:** Brenda Dossey-Redick, Susan Grimes

**Staff/Contractor Attendees:** Mary Owens (Office Manager), Barb Johnson (Office Personal), John Young (Attorney), Tina Sillery (New Office Manager in Training), Marshal, Alan Driver Jr., Deputy Marshal, Alan Driver Sr.

**Absent Staff/Contractor Attendees:** Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), 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 9:30 a.m.

**EXTERNAL BUSINESS**

- None

**INTERNAL BUSINESS**

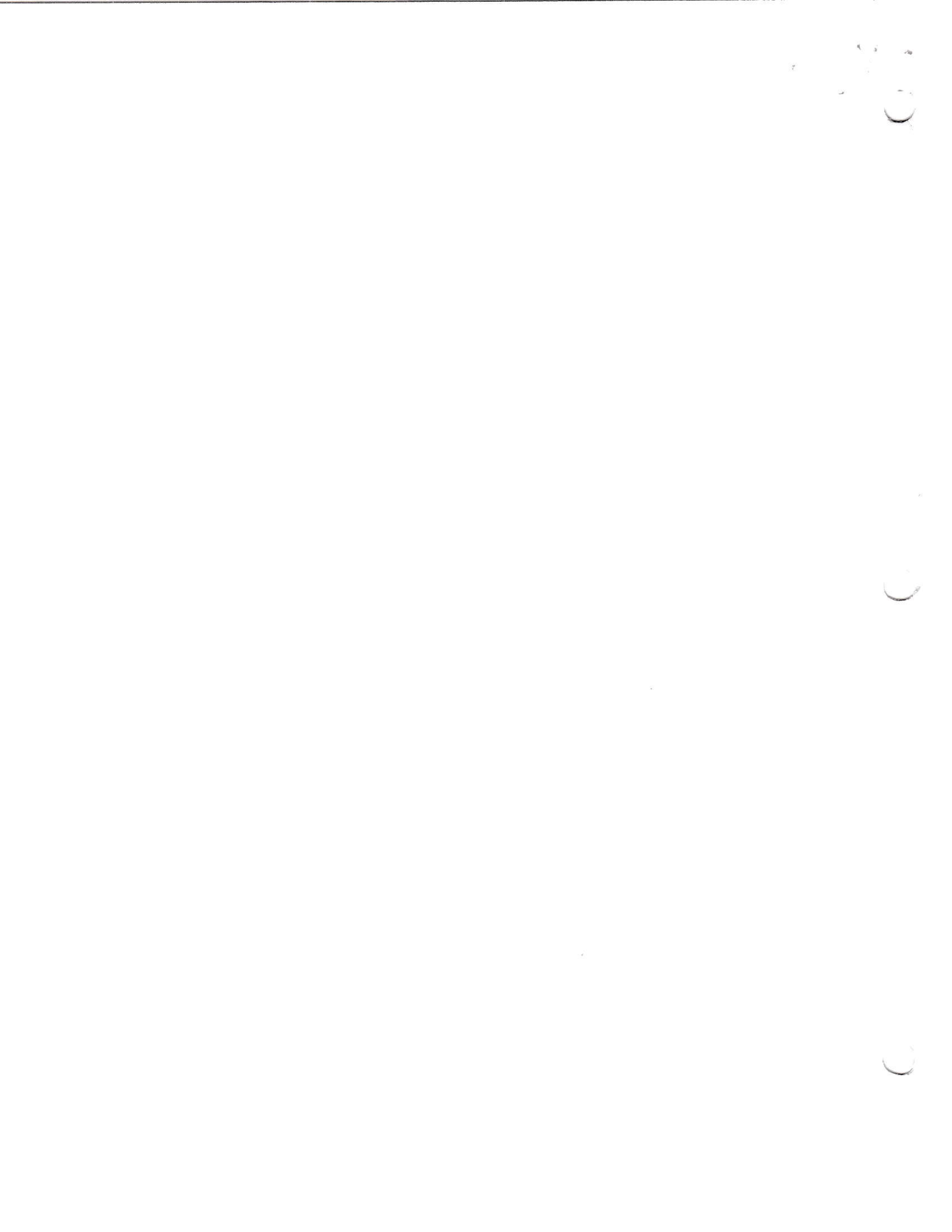
- John Young Election of Officers
  - John conducted swearing in of new board member for section 4 – Rebecca Bilbrey
    - Documents signed
  - Election of the 2025 board nominations Voting on board positions
    - Nominations for President – Sabrina Johnson
      - Motion to close nominations, by Susan and seconded by Brenda, all in favor. By acclamation Sabrina Johnson is the Board President.

**Election of officer and swearing in.**

Nomination Financial Secretary - Susan Grimes would like to keep position. Motion to close nominations for the secretary position. All in favor of Susan being Financial Secretary, unanimous. By acclamation Susan Grimes is the Financial Secretary

Vice President nominations - Rebecca Bilbrey and Brenda Dossey-Redick. Motion to close Vice President nominations, Susan made motion, Brenda seconded. 3 votes for Brenda and two votes for Rebecca. Brenda won the votes and is now the Vice President.

- **Approval of Prior Month Minutes**
  - The chair entertained a motion to approve the December meeting minutes. **Brenda** made a motion to approve the minutes; **Susan** seconded the motion. All in favor of the motion to approve December meeting minutes; no one opposed. December meeting minutes were approved.
  - The full minutes can be obtained in the VBLCD office



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

**Saturday, January 11, 2025 @ 9::30 a.m.**

- **Financial Report**

• PNC BANK – Bank 1 – Main account	Month ending November 2024
Beginning Balance	\$1,057,999.57
+ Deposits & Other Additions	\$37,217.32
(-) Checks & Other Deductions	(43,345.08)
Ending Balance	1,051,871.81
(-) Outstanding Warrants	(3,599.15)
Adjustment #1	1362.42
Adjustment #2	70.36
Adjustment #3	64.97
Adjustment #4	107.06
+ Adjustments/Outstanding Deposits	
Record Balance	\$1,049,877.47

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 January 11, 2024
  - Resignation of Mary Owens. Her last day will be 14 February 2025.
  - Introduction to Tina Sillery, interviewed and offered position to Tina. Training started as of 10 January. Tina also works as Putnam County Trustee and at DePauw University.

- **Water / Wastewater Superintendents Report**

- Water Monthly Business
  - See superintendent's report prepared by J. Staley January 11, 2024
  - December meeting question - Do we test the water pressure? If so, how often?
    - Water pressure monitored daily, 45-55 psi. Dependent on water level in tower, issue could be homeowner faucet screen or water filter system in household.
- Wastewater Monthly Business - 26 roto root issues occurring.
- Action Item: Need to check on wastewater grants
  - Wastewater test for Jeremy certification. Schedule testing
  - Quarterly meeting with staff – schedule
  - Jeremy complete certification on wastewater
  - More discussion around the clean-out lines. Meeting with Jeremy to better understand and meeting with John on possible solutions.

- **Marshal Report**

- Monthly Business:
  - Marshal stated there were 2 calls in December. Putnam County Sheriffs likes what we are doing with having the Marshals.
  - Training session approved and covered for Marshal and Deputy Marshal
  - Marshal made comment will have negative effect on community with the new store having a liquor license. They will work with the new owners.
  - Gas receipts need to be turned in to match the gas card. Needs to match monthly.
  - Marshals are a department just like the water and wastewater department. Wont be own separate entity.
  - Caliber is the RMS system, imaging issue and laptop is at the Sheriff's dept.

Action Item:

- Will need a key for the Conservancy office next week once the building is sold.

12

13

14

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

**Saturday, January 11, 2025 @ 9:30 a.m.**

- Temporary housing for the Marshals
  - POA building or Conservancy office?
- Marshals to turn in receipts monthly

**Items needed:**

- Bullet proof vests (Grant)
- Stickers for vehicles 72 hours before towing (will take pics and document before tow)
- Tow book (triple copy) 1 officer, 1 office and 1 tow company
  - **Chair entertained** a motion to adopt SOP 039 for towing vehicles. With the understanding that public towing can't be done until we have the signage up. Motion made by Brenda and seconded by Laren. All in favor.
- Will need secure lockers

**Private property/District Property – Towing Signs/locations**

- Private property would need to contact Putnam County Planning Zoning Ordinance for removal/towing. Marshal would need to bring to PCPZO.
- District property - Signs for No parking and Tow Away Zone (with Towing Co. Information)
  - Identify District restricted parking and for sign placement
  - Will need a resolution for restricted parking locations

**Vehicle issues – electrical issues with current vehicle**

- Current vehicle having major issues and will be very expensive to fix if electrical in the dash.
- Suggested 2020 Dodge Durango with all police items, \$22,550 with trade in \$4000 for current vehicle. 42,000 miles and will have a warranty.
- Action Item: John to check potential conflict of interest regarding the Marshall personally purchasing a vehicle and leasing/selling it back to the district.
- Mary and Tina to advertise to reappropriate funds of \$29,000 to move over to 2025 budget for new police vehicle.
  - Has to be advertised, have meeting and vote at next meeting Feb 8
  - **Chair entertained** a motion to reappropriate funds of \$29,000 to machinery line item. Laren made a motion to reappropriate funds, Brenda seconded, all in favor.

- **Board Focused Projects**

- Open item updates

- Status of 2024 community grant – receipt status, funding still available, items needed purchased to complete use of funding
  - Brenda to spend \$360 remaining grant money and provide Susan receipts.
  - Susan to submit receipts for grant
- Status of enforcement of POA by-laws for water/sewer hookup
  - POA has sent 2 letters to homeowners to comply with hookups
  - Third option would be to take to court (on-hold), with 7 pending clean-up cases
  - Conservancy doesn't have anything in place if they don't hook up. Will need to look at once we go to meter. Could put a flow meter on the sewer.
- Status on closing on sale of Annex building
  - Removal of VBL property from building
    - Chair (Alan Sr.), lights (trash), extra toilets (POA storage), safe remain in building
    - Building should be turned over next week to new owner.
  - Discuss temporary office for Marshals
    - Create new office for Marshals at Conservancy building

101

101

101

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

**Saturday, January 11, 2025 @ 9:30 a.m.**

- More discussion needed.
    - Discuss contractors for work needed inside VBL office to forge permanent office for Marshal
  - **Status on dredging project**
    - Dollar amount of "phase 1" which began in December
    - Verification of beach area within scope of dredging project
    - 2025 funding status
    - Current progress – 2,700 cu ft pulled from lake full amount 9800 cu ft. 30% complete
    - Need for waiver
      - Machine pulled from lake due to weather.
  - **Status on changes to verbiage in towing contract**
    - Adopted towing contract at December meeting with changes
    - John to send updated version and forward to Senior's Towing Company
    - Once received Sabrina/Mary to forward to Towing Company
  - **Status on understanding from county about VBL speed limits and who would receive money should a ticket be issued for speeding**
    - Identify areas in district where we want speed limit changed.
  - **Status of task force to help decide on when to plow roads**
    - Laren comfortable notifying when to let them now to plow roads.
  - **Road funding dollars for roads – state to allocate funds for conservancy districts.**
    - Bill filed in the House, to provide conservancy district road funding. Hopes to be passed this year. Based on road miles. Would also be report road miles to INDOT and eligible for 50-50 matching funds for big roads projects.
    - People being double taxed
    - Road miles to INDOT and be approved for matching funds from the state.
    - Cordry Sweetwater and VBLCD could get funding for roads.
- **New Business**
  - Resignation of Mary Owens, her last day will be 14 February 2025.
  - Tina Sillery– introduction
  - **Bank Account**
    - Removal of Tim Johnson's board term was up on December 31, 2024. Mary Owens current Office Manager turned in her resignation, stating her last day will be February 14, 2025. Tina Sillery has been hired as our new office manager, her first day being January 6. The chairman entertained a motion to remove Tim Johnson and Mary Owens from all bank accounts pertaining to Van Bibber Lake Conservancy District and add Tina Sillery, new Office Manager and Laren Zeeck, board member to all necessary bank accounts.
    - Addition of Tina Sillery immediately
      - Needs to be bonded, Mary to bond
    - Additional board member needs to be added to account
      - That lives in the community – Laren or Rebecca
      - Laren will be added to the bank account and bonded.
    - Vote to approve changes to bank account
      - **Chair entertains** motion to remove Tim Johnson from bank account, Mary will be removed as of 14 Feb, Tina Sillery and Laren Zeek will be added to the account. Brenda made the motion to make these changes to the bank account, seconded by Susan. All in favor
    - Aquatic control quote/invoice \$6885.00 received, will discuss at February meeting

100

C

C



VANBIBBER LAKE WATER CONSERVANCY DISTRICT  
MONTHLY BOARD MEETING AGENDA for

Saturday, January 11, 2025 @ 9:30 a.m.

- Action Item: Call aquatic control to make them aware we are dredging and see if aquatic control is needed.
- UMAC quote \$9400.00 for main road by community center. Sabrina would like to have 3 quotes. Wait until Spring and check on second quote for section 5.
  - Action Item: waiting on quotes from Lin J. (Brenda to check) and Sabrina will reach out to Joe Custis and Shannon McCullough.
  
- **Business To Approve**
  - NA
- **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**

Waste Water Grant HWC Dustin

Waiting on Dustin and grant writers. Application has been started.

Action item: Sabrina to reach out to Dustin for an update on waste water grant timing.

**Suggestion:** Permanent structure with backup generator at the pump house. Tradeoff for providing water to the Little Walnut Conservancy Campground.

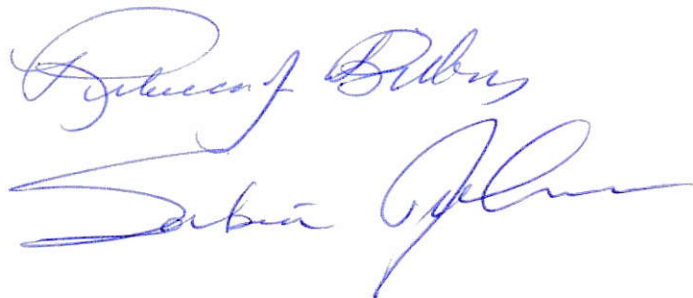
Question: Will we have Dumpsters for the community this year? – not in POA budget for 2025. We will not have dumpsters, as people from outside the community bringing in stuff and putting in the dumpsters.

Sabrina to send out email for Chairman of the Board. She will start using this year.

**ADJOURNMENT**

\*The Chair requested the meeting to be adjourned, motion to adjourn meeting by Brenda, and seconded by Susan. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:50 pm

  
Susan Dennis

  
Sabrina

