



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

VBL Board Minutes January 2026 ANNUAL MEETING: January 17, 2026

Meeting Called to Order by Rebecca Bilbrey: January 17, 2026, 9:30 a.m.

Board Attendees: Rebecca Bilbrey, Laren Zeeck, Brenda Dossey Newly sworn in: Mary Timm

Absent Board Attendee: NA

Staff/Contractor Attendees: Trisha McMannis (Office Manager), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Marshal Alan Driver Jr., John Young (Attorney)

Community Members: Attendance can be found on the sign-in sheet in the VBL Conservancy office.

Swearing In of Board Member

Mary Timm was sworn in to fill the board position previously held by Susan Grimes.

Election of Officers

Rebecca opened the floor for nominations.

- Rebecca Bilbrey nominated for Chairman
- Brenda Dossey nominated for Vice Chairman
- Mary Timm nominated for Secretary

Chair entertained a motion to approve the slate of officers as presented. Laren made a motion to approve. Brenda seconded. All in favor. Motion carried.

Pledge of Allegiance

EXTERNAL BUSINESS

Water Tower Maintenance Discussion

Discussion held regarding inspection and maintenance of water tower, including potential corrosion concerns. Further review and inspection will be scheduled as needed, and an estimate is being worked up presently.



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

Wastewater Plant Upgrade

The board discussed the wastewater plant upgrade. Estimated project costs have increased from approximately \$12 million to \$15 million since February. Grants and funding sources continue to be pursued.

LARE Grant

Discussion held regarding remaining \$5,360 in LARE grant funds and spending deadlines. Rebecca to review grant requirements to determine eligible use and timeline.

INTERNAL BUSINESS

Financial Report: October & November

- Trish presented financial reports for October and November.

Discussion held regarding insurance payment lapse. To prevent future lapses:

- Chair entertained a motion to authorize ACH/EFT setup for insurance payments and monthly utilities through REMC. Laren made a motion; Brenda seconded. All in favor. Motion approved.

Office Report: Trish

Key Items:

- Remove old equipment (backhoe, golf cart) from insurance once sold/auctioned.
- Request to add AJ Jr. and Trish as account holders on Verizon account and upgrade to MiFi devices with static IP.
- Request authorization to update PNC check signing authority.

Chair entertained a motion to authorize Trish and Rebecca as PNC check signers. Brenda made a motion; Laren seconded. All in favor. Motion approved.

Chair entertained a motion to update credit card authorized users by adding Trish and Rebecca and removing Tina, Susan, and Sabrina. Motion made by Laren; seconded by Brenda. All in favor. Approved.

Water & Wastewater Superintendent: Jeremy & Doug

Discussion Items:

- Ongoing leak that has not yet been addressed.
- New water meter installations scheduled for early March.
- Android tablet with advanced GPS requested (not to exceed \$600).

Chair entertained a motion to approve purchase of Android tablet not to exceed \$600. Laren made motion; Brenda seconded. All in favor. Motion approved.



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

Jeremy reminded to begin submitting timesheets to Trish moving forward.

Metered Billing Transition

- First reading of new volumetric metered billing rates versus flat rate billing.
- Discussion regarding advertising for public hearing.

Chair entertained a motion to advertise for public hearing on Resolution 2026-01-17 regarding metered volumetric billing. Laren made motion; Brenda seconded. All in favor. Approved.

Rebecca to draft letter (with attorney review) regarding obstruction of meters and associated costs.

John to contact Zenner to negotiate Indiana law oversight instead of Texas law in software contract.

Marshal Report: Alan Driver Jr.

Discussion included:

- Noise complaints and enforcement limitations.
- Abandoned vehicles and enforcement jurisdiction.
- Proposal to increase Marshal position to full-time (45 hours/week), approximately \$55,000 annually (including POA funding).
- Transition from warnings to written tickets once e-ticketing available.
- Speed concerns on County Road 450.
- Speed bump replacement and road patching to be reviewed with contractor in February.

Rebecca to post notice on VBLCD website that tickets will be written moving forward.

Alan Jr. to submit formal written proposal for full-time Marshal position for board review.

Infrastructure Projects

- **Section 5: Campbell Property** - Delayed due to weather.
- **Section 2: Flooding Issue**
- **Section 6: McPeak Property** - Pending funding.
- **Silt / Excavation** - 5,360 remaining grant funds may be used for additional excavation work



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

Board-Focused Tasks

- 90-day performance review for Trish to be conducted by Rebecca & Laren prior to Feb. meeting.
- Draft staff performance policy.
- Draft employee handbook and scope of work documents.
- Rebecca to send scope of work to board for review.

Sabrina Johnson Compensation Discussion

Discussion held regarding compensation for additional hours worked beyond standard board duties.

Options discussed:

- Filing petition with circuit court for approval.
- Negotiating reduced compensation amount.
- Reviewing statutory allowance (5 days at \$50 per day within one month).

Rebecca to contact Sabrina to discuss potential resolution before pursuing court filing.

New Business

- Appointment process for Section 3 vacant board seat discussed. Candidates may present at February meeting (3 minutes each).
- Mary noted abandoned trailers in Section 3 needing removal.
- Discussion held regarding zoning enforcement and coordination with POA and county officials.

Open Forum

Discussion regarding:

- **Noise complaints** – this is more the responsibility of the POA than the Conservancy.
- **Abandoned vehicles** – Marshals are working on those that they legally can, and Putnam county has stepped in regarding abandoned vehicles on private property
- **Speeding concerns** – Citations will increase, considering the Marshals have been mainly giving warnings during their first 12-months plus
- **Wastewater funding** – OCRA grant needs to be applied for, and then we can revisit grant applications December of 2026 (when we qualify to do so).
- **Water meter transition** – Resolution first reading, scheduled advertisement, and second reading/passing in the Feb. meeting

Adjournment

Chair entertained a motion to adjourn. Laren made motion; Brenda seconded. All in favor. Unanimous.

Meeting adjourned at approximately 12:20 a.m.