

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

Saturday, May 10, 2025 @ 9:30 a.m.

Board Attendees: Sabrina Johnson, Laren Zeeck, Susan Grimes, Rebecca Bilbrey, Brenda Dossey-Redick

Staff/Contractor Attendees: Barb Johnson (Office Personnel), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent),

Via Phone: John Young (Attorney),

Absent Staff/Contractor Attendees: Roger Young (Attorney, Tina Sillery (Office Manager), Marshal, Alan Driver Jr., Deputy Marshal, Alan Driver Sr.

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 9:37 a.m.

EXTERNAL BUSINESS

1. HWC updates on wastewater project (funding, grants, scope of work, etc.) – **No update as Dustin was not in attendance.**

INTERNAL BUSINESS

Approval of Prior Month Minutes

****Chair** entertained a motion to approve April 19, 2025, minutes as written, Brenda made a motion to approve the April meeting minutes; Susan seconded the motion. All in favor to approve April meeting minutes; meeting minutes were approved.

The full minutes can be obtained in the VBLCD office.

Financial Report

PNC BANK – Bank 1 – Main account	Month ending March 2025
Beginning Balance	\$1,289,553.34
+ Deposits & Other Additions	\$41,728.59
(-) Checks & Other Deductions	(105,366.62)
Ending Balance	1,225,915.31
(-) Outstanding Warrants	4,037.96
Adjustments	8,985.12
+ Adjustments/Outstanding Deposits	
Record Balance	\$1,230,862.47

Office Report

- See office report prepared by Tina Sillery and Barb Johnson May 10, 2025

Open Action Item:

1. Laptops – IN PROCESS

Action Item: Tina to contact Brent Cash to schedule a time for him to come out to map programs. Scheduled for May, Tina will call when she returns from vacation and set up a meeting.

Action Item: Tina will speak with Jeremy about his input on the way computers are currently set up. Week of May 12th.

2. Pipe Utilities / Zenner Meters- IN PROCESS

Action Item: Tina to contact Matt to understand what is needed to get meter readings added on the bills. Thought to be no location on current cards to place meter reading. Believe, we will need a full sheet of paper for bills. Will need Zenner to contact Keystone to export and import.

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3. Water Rate Study – IN PROCESS

Action Item: Tina will email Steve to get status on rate study.

4. Cyber Vulnerability Scanning – IN PROCESS

- a) It is still in queue.

Action Item: Tina will email to get an update on progress.

Water / Wastewater Superintendents Report

Monthly Business – Tower maintenance (clean inside and paint tower) will last 2-3 weeks. (should last 20 years) Will do 2-3am to do, not automated. Need date for when will occur to post on website and ad in paper. Will have water running in the street when this process is being done. Tower holds 100,000 gallons.

Property at 5183 – John to send letter to Marshal and Jeremy to send to Brenda to approve and provide to Alan. Workorder to shut off. Send Marshal out to investigate the issue. Charged \$300 fine with tampering with pit and \$135 charge for radio and still in the process of determining other fines. Work order to shut off on Monday.

Customers with high usage now, office calls and notifies they may have a leak.

Customer at 3191 in Jan shut off meter and leak stopped. Plumber came out and could not find the leak. Cannot determine if faulty installation or plumber when they hooked up. VBLCD will pay for UMAC repair. The freeholder will still get fine for the water leak and emergency shutoff and inspection.

Open Action Item:

1. Roto Roots Plan – CLOSED

- a) Have not found a company interested in a contract, we will begin to take action to hire part-time help.

2. Items approved by John McGhee – IN PROCESS

- a) Remote Shut off Valves – Utility Pipe Supply contacted waiting on response.
b) Re-setters - Utility Pipe Supply - contacted waiting for their response.
c) Additional Radios - Utility Pipe Supply contacted waiting on response.

3. Board/Legal Counsel tour with Jeremy and Doug on sewer system, easements, and inability to access - OPEN.

- a) Need to set a date sometime in May or June – When scheduling prefers a weekday – Thursday or Friday

Action Item: Need to locate or recreate list of needs/wants that was spoken about during previous meetings.

- Found mention of list Jeremy having a list in March 2024, minutes. In April 2024, minutes found where Doug had mentioned needing Roto Rooter, portable Generator. In May 2024, minutes it was mentioned that the list was provided to HWC. In June 2024, minutes mention of a Mini Excavator and Shut off Valves

Action Item: Jeremy checks if there are any spare stop signs and replaces the missing stop sign at the causeway. **Complete**

Action Item: Jeremy to review previous ad and update wording for job description with focus on roto-roots – maintenance with sewer system and if time with water, all responsibilities as assigned. It can include mowing and weed eating. Board to review re-written ad before it is placed in paper.

Action item: Need three Stop signs. Tina to place order.

Jeremy asked - Can we hire Matt Whitacker to weed eat around VBL. We have an application for someone to provide service. Need to enter into a contract with VBLCD. Can wave insurance for mowing contractor. (per John) If hire would have a W2, if we hire someone as an independent contractor, they are 1099 for tax purposes. Just need someone to weed eat the dam. Need a proposal/contract in writing. Amount per each time done. Need to get a basic contract for services he will provide. Rebecca can help Matt make a simple contract.

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Chair entertains a motion that we approve a trimming contract with Matt Whitacker Pending offer and acceptance of contract and waiving of insurance and pending legal. Rebecca made the motion to approve, Susan seconded. All in favor. Approved by the board.

Marshal Report

Monthly report: Vehicle tagged and moved 4, 1 motorist assist, zero calls for service, CAD report 3094 theft.

Plan to take the truck to get the police emblem on it.

Open Action Item:

1. Current car issues – **IN PROCESS**

- a) Service date was to be March 12 at York in Brazil. **UPDATE:** Charger part is in available pickup May 13
- b) Estimate \$3,913.42
- c) The car is still at York as part is on back order. 4/18/2025

2. Tires for Truck – **IN PROCESS**

Action Item: Brenda to get quotes for all-terrain tires for the new police vehicle. **Update:** Quote 4 All Terrain tires \$360.

Action Item: Alan to provide Brenda with the tire size for the new police vehicle. **Complete**

Logo for the truck – if possible, incorporate the new VBLCD logo for the Marshal cars – VBLCD POLICE

3. Towing Contract – **IN PROCESS**

Action Item: The Marshal to contact Amanda at Seniour's to see what the confusion is about on contract.

Update: As discussed at last meeting, someone to contact them to have towing off private property that the district owns that are subject private property.

Designate areas for no parking and subject to towing violation. No parking in some areas and some may have a specific time.

Expired plates, freeholder property – we cannot touch. Zoning and Planning responsible for this. We cannot tow without a court order.

4. Water rescue class - **OPEN**

- a) Status on scheduling training?

Unable to do any additional training at this time. Not available until after June.

5. Wastewater plant fence/gate damage - **IN PROCESS**

- a) Written report on the investigation/interview conducted.

UPDATE: Does know who they are. Did not show for meeting. If they do not show for next meeting we will press charges and send to the Prosecutor.

6. Mileage Log on Truck

UPDATE: Track on mileage log month turn into office. May 2-May 8 start 15,612 to 15,899. Put on mileage log so the office can track.

7. Chair out of Utility Bay Update: complete taken to new office.

8. Needs

- a) Do you have any items you must have or would like to have that the board needs to vote on?

Items needed; Needs to order uniforms – shirts \$49 two per officer, pants \$69 each two each, boots \$180 per officer.

Board Focused Projects

Open Action Item:

1. Marshal Office – **IN PROCESS**

Action Item: Understand at the time the building was bought Nov 2021. Look at records and purchase price. What line item in the budget did it come from. Janet needs to know this. Mary thinks it came from Utility construction water and sewer. Money has to go back to that line item and then reappropriate funds. Tina is aware and working on.

- a) Amended lease. (Brenda) **Complete**

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Contractors walk through (Laren). **UPDATE:** Need more structured view of what needs to be done. Suggestion to get a mini split for heat and cooling. Board to meet to decide what is needed to construct the marshal office. Sat. May 17th @ 10am. Replace windows in community center. Two quotes

b)

Benjamin Fox: 765-721-1017

Sillery Construction (Matt Sillery): 765-301-0559

Strandberg check to see if licensed and bonded – Brenda to check.

2. Mid-Year & End-Year Staff Meetings – **IN PROCESS**

a) Can they be considered Workshops? (John) **Update:** can do as a workshop and advertised as a meeting to discuss operations. Advertise an executive session, closed to the public. If we do not have a quorum, we do not have to advertise workshop. Two board members to each department meeting and share notes.

I. If so, Set times for each department. (suggestion)

i. May and December – Marshals

ii. June and December – Water/Wastewater

iii. July and December – Office

3. Dredging Project – **IN PROCESS** (Sabrina)

Action Item: Sabrina to check with Doug on the progress of final approvals and invoice payments and if we can sell silt.

Action Item: Barb to check to see names of who might want the silt. Farmers have called and want.

Tony Bryon or Bryant 765-225-9333.

Action Item: Need to understand the value of the silt per cubic yard.

Action Item: Need to decide if we move forward to discuss filling in of Campbell property in 5 (man-made lake) with silt.

4. Road Work (Rebecca)

Action Item: Rebecca to follow up with Hendricks pavement Paving for a quote on pothole repairs. Late getting estimates for roadwork. Rebecca to follow up with them to get an estimate.

Action Item: Painting of speedbumps – per paint suggestion from Ron Grimes

5. Research of Available Grants – **ON HOLD** (Rebecca)

a) Police grant – Sewer Funding (clean water state revolving plan, Rural Development, try to find state grants, BAMI-I)

I. ALL WEBSITES FOR GRANT FUNDS ARE DOWN AT THIS TIME

6. Putnam Co. Health Department – **IN PROCESS** (Rebecca/John)

a) Do we as the district try to work with POA and Health Department or is this out of our scope of work? Rebecca to go to a POA meeting. The health dept. is not allowed to deny us services. Out of VBLCD scope. Rebecca will contact Dustin and work with the Health Dept.

7. Budget Workshop (Sabrina)

Action Item: Sabrina to reach out to Janet to schedule workshop. Research/discuss with Janet the possibility of moving from tax levy to district assessments for funding. Janet is willing to do a workshop on a Saturday.

Action Item: Ask Jeremy to review the cost of new water pits and installation to understand if we need to update charges.

Action Item: All departments create 2026 budgets.

8. 5183 Water Leak

Action Item: Johns will send a letter to the freeholder instructing him to cease driving over the easement. John will check to see if District can collect attorney fees from freeholders for easement violations. See details above and refer to Jeremy's notes.

Action Item: Jeremy and Marshal will visit the freeholder and ask him to take care of the issue.

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New business

- Culvert in section 6 – erosion of McPeak
 - Property - 2018 engineering study. Will need new water and design. HWC – Dustin to get with Laren and Spec for culvert. Dustin can come out and provide an estimate on what it would be to do a study on May 20 or 23. John didn't find anything regarding the farmer. Case 2019/2020 Putnam Board of Zoning vs Grassick's. Dispute whether the property was R2 or A2. Dispute animal waste. Was DNR not IDEM – John contact DNR but they do not have a database. He is inquiring to see if DNR issued an order on the property. It would have occurred in the late 1980's or early 1990's. Why is culvert silting/eroding? Silt catch basin needs to be installed. Engineer will need to come out.
- Should we adopt a policy on reimbursements – receipts not received in **30** days of the expense will not be eligible for reimbursement.
 - Do we need a policy? Standard operating manual. Prepare a resolution to board next month. John to prepare. Board to vote next month.
- Barb's hours – when to move back to 3 days a week
 - Sabrina to talk to Tina, as the Board would like her to take one day a week to do tasks that Barb does. We would like to see Barb go back to 3 days a week. Make Work Instructions. Work toward end of June. Maybe switch off half a day to trade tasks.
- New Logo – Love the new logo! Rebecca created it and we can start using it. Rebecca to update the website with a new logo and make one for the Marshal decal for the car. Sabrina thanked Rebecca for making the new logo.
- John McGee has retired from the USDA; Craig has taken over for him. Wastewater paperwork is still valid for grant. Craig is not finding the final paperwork for the water project. No paperwork for the balance and is missing. Sabrina will email to get more information about what is missing. Rebecca to review the paperwork we have.
- Application Bret Zimmerman – tool consultant, tool maker. Wants to mow, paint, clean drains pick up trash. Barb called to see if Bret could come in so we could interview him. Jeremy needs help with roto-root all year round. Sabrina will meet with Jeremy about Bret to see if he fits the current needs to be hired to work 30 hours a week.
- Letter to survey on land to see if they have sewer lines. Help with the wastewater project. Field lots will not be included. Lots that have pits and meters. No sewer will be added if they don't have water. This way we will have a list for the wastewater project. What lots have the ability to produce sewer. Need to determine if lot didn't get new water pit, but still can produce sewer. Should be charged \$39.05 if they have the sewer. Will get us in compliance with what we are doing. I can show capped off there is still ground water going into the system. Pipe may not be able to be located. John suggested starting with the survey and seeing what we find. Notice saying we are coming to your property to inspect the wastewater project. Ensure we are charging everyone fairly. Will not collect monies that they should have been paying in the past. Jeremy and a board member to go around and survey. Sabrina wants to hone down the list of properties to survey.
- Water at community center – fill in with Silt. Quickest and easiest way to fill in and grass seed. Campbell's will allow. Dirt will need to dry out first. Agreement with Campbell's and need quote from McCullough to truck silt over and level out. Suggest doing in July or August.
- Rebecca on board with Putnam County parks and pathways and beekeepers of Putnam County. Monarch butterflies need pollinator gardens. Milk weed and not mow down, butterfly habitat, signs to mark off so it is not mowed. Two signs to attract Monarch butterflies. On turn of VBL.

Business To Approve

- NA

Open Forum

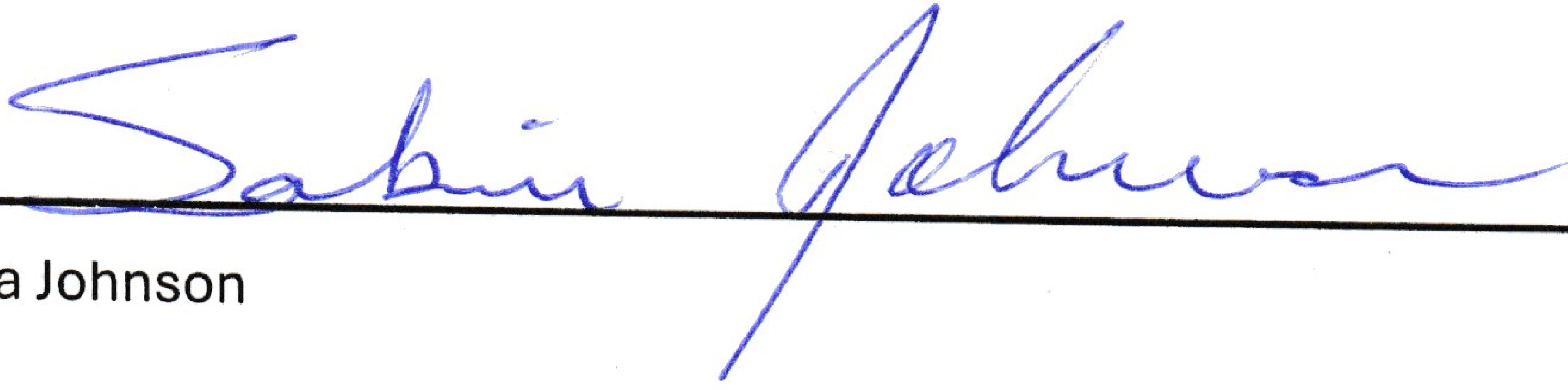
NA

Adjournment

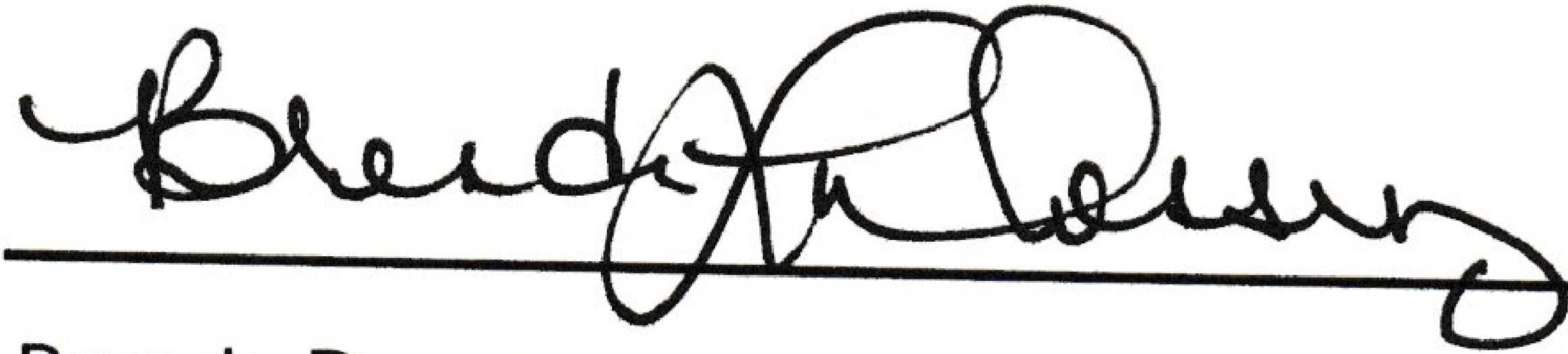
- ****The Chair** requested the meeting to be adjourned, motion to adjourn meeting by Rebecca, and seconded by Laren. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:53 pm.

Board Member Signature:

June 14th, 2025

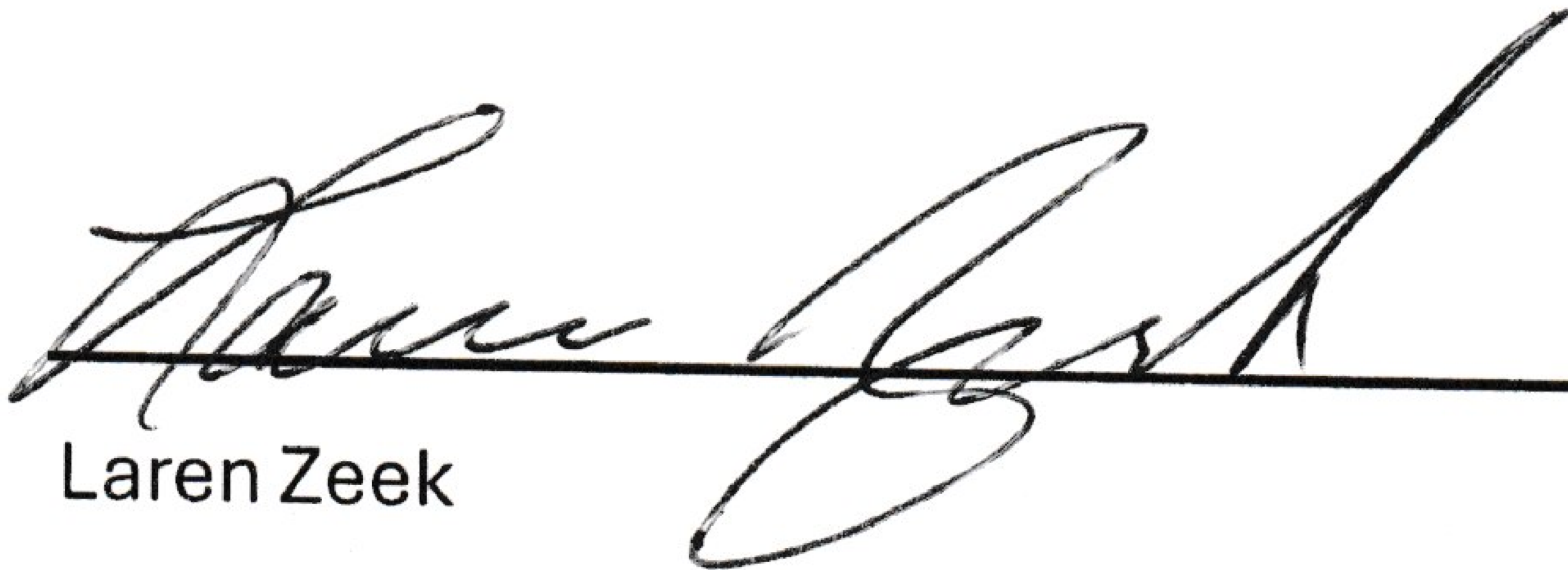


Sabrina Johnson

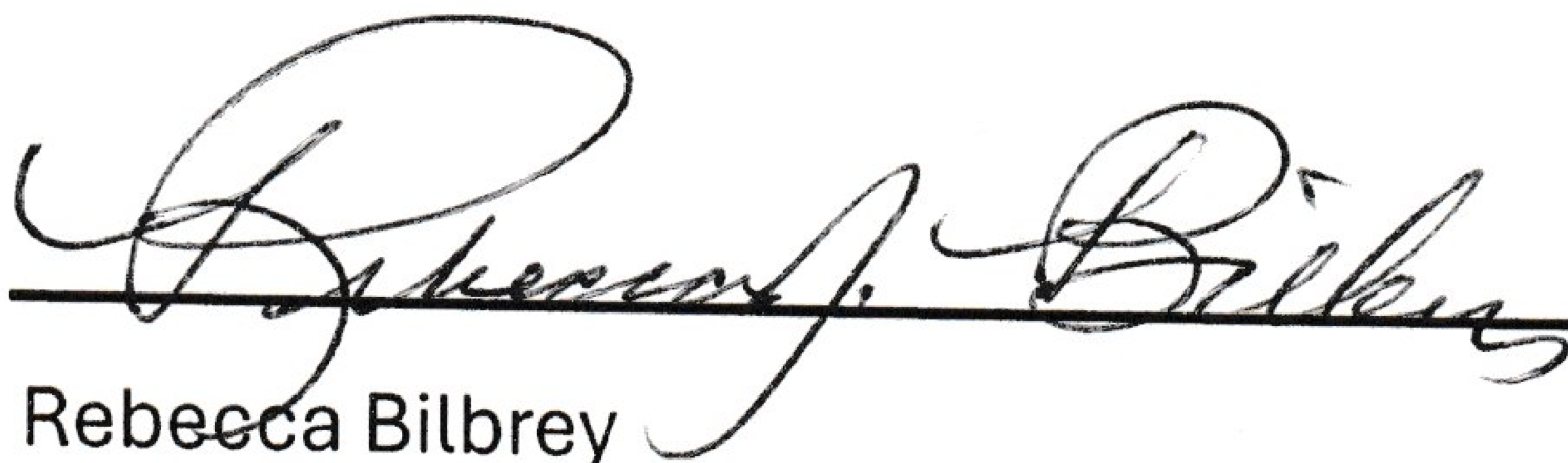


Brenda Dossey

Susan Grimes



Laren Zeek



Rebecca Bilbrey