

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

Saturday, August 10, 2024 @ 9:30 a.m.

Board Attendees: Sabrina Johnson, Tim Johnson, Laren Zeek, Brenda Dossey-Redick, Susan Grimes

Absent Board Members: NA

Other Attendees: Mary Owens (Office Manager), Barb Johnson (Office Personal), Jeremy Staley (Water Superintendent), Alan Driver Jr. Marshal, Dustin Whalen (HWC)

Absent Other Attendees: Doug Clodfelter (Wastewater Superintendent), Marshal, Alan Driver Sr. Deputy,

Community members in attendance can be found on sign-in sheet in the VBL Conservancy office.

The meeting was called to order by: Sabrina Johnson at 9:26 a.m.

EXTERNAL BUSINESS

- **HWC – Dustin Whalen**
 - Graves Construction change Order #4, for extension of time explanation of timing. 0-122 days final completion May 1st – end of August 2024. Does not affect warranty. Completion date was in April 2024.
 - Sabrina entertained a motion to approve change order #4 with Graves construction. Brenda made motion to approve changed order #4, Tim J seconded. All in favor of motion; no one opposed.
 - Assessment Management Plan for Water System, Dustin brought in hard copy and will give us an electronic version. Sabrina signed document that he has provided plan to VBLCD.
 - Invoices to approve.
 - Invoice #56 professional services for Jul 1-28 in the amount of \$4,336.25.
 - Sabrina entertained a motion to approve invoice #56 in the amount of \$4,336.25 for HWC. Tim J made a motion to pay and approve, Laren seconded. All in favor of motion; no one opposed.
 - Other
 - HWC Dustin delivered two totes of all the signed easements to Mary.
 - **@10Min mark Question:** Removal of water meter, if a resident no longer wants water on lot.
 - Can leave meter in and not use. Will be billed minimum amount. Easements combined water and sewer. Vacant lot, most leaks on the other side of the meter. Cost to remove meter, needs more discussion. Installed with grant money. Set president in the park. No longer have seasonal lots. Resident has to have a meter. Cost for Pit and meter \$4200. Connection fee for new service? Don't need a resolution. Anyone that wants meter removed, have to ask the board. If removed, full cost to have replaced.

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- **RCAP – Mike Novak**
 - Homeowner wants to have water meter removed off property just purchased. Discussion around meter removal.
 - Need to look into more details and discussion with attorney.
 - Homeowner wants to know cost. Cost to remove meter, more cost effective. Homeowner stated they will leave meter for now. ~\$89 a month.
 - Homeowner changed mind and does want the meter removed. Per John Young's request, Will send a letter to the office stating what they want, meter removed. VBLCD will work to get debit service cost figured out and have further discussion on cost of a removal.
 - Explanation of "laterals" in which fall on responsibility of homeowners.
 - Laterals are the sewer line from the house to the main.
 - Typically, the homeowner's responsibility.
 - Dustin said house to pit in paperwork for the funding agency to pay for the laterals. Gravity from house to the right of way line.
 - Asked for Funding to pay initial laterals.
 - Homeowner will have short distance to connect house to sewer. Minimize as much as possible.
 - Get thru wall in crawl space, will get as close as they can.
 - New systems will be a vacuum system.
 - Other
 - Walk thru for water soon – per Dustin.
 - Date for Walk Thru – no date yet.
 - SRF submit March 28, 2024. HWC in contact John Magee
 - Updates at WWTP Vacuum sewer system
 - Vacuum station at the plant
 - New building with vacuum with holding tank.

REGULAR BUSINESS MEETING

INTERNAL BUSINESS

- **Prior Month Minutes**
 - Sabrina Johnson entertained a motion to approve and waive the reading of the July meeting minutes and approve. Brenda made a motion to approve and waive the reading of the July meeting minutes and approve; Susan seconded the motion. All in favor, board vote was unanimous to waive the reading of the minutes and approve. All in favor of motion; no one opposed. Full minutes can be obtained in the VBLCD office.
 - John Young stated Only need to approve meeting minutes. Minutes available to read.
 - Only have to make motion to approve the meeting minutes.



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Staff Reports (Financial, Office, Superintendents, and Marshal)

- **Financial Report: Read by Mary Owens**

PNC BANK – Bank 1 – Main account	June 2024
Beginning Balance	\$982,148.24
+ Deposits & Other Additions	\$174,550.85
(-) Checks & Other Deductions	\$29,250.38
Ending Balance	\$1,127,448.71
(-) Outstanding Warrants	\$11,633.42
+ Adjustments/Outstanding Deposits	
Rec 13881 DIT	\$1,046.42
NSF for July	\$528.93
Adjustment Rec13878 for July	\$3,359.82
Record Balance	\$1,120,750.46

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

- **Office Report: Read by Mary Owens**

- See office report prepared by M. Owens August 10, 2024

- **Water/Wastewater Superintendent Report: Jeremy Staley**

- See superintendent report August 10, 2024
 - Sabrina entertained a motion to approve purchase of DSL Root blower. Tim J made a motion to approve the purchase of the DSL Root blower, Laren seconded. All in favor of motion; no one opposed.

- **Office Report**

- VBLCD Domain
 - Approved effective July 16, 2024
- Website
 - Live July 31, 2024
- Online Payments
 - Now available on website
 - \$1.95 to make payment on-line by check, fee for credit card is \$2.95.
 - Can utilize mailing and drop box.
 - Credit card machine will no longer be available in the office.
- Use of Boyce for monthly invoicing
 - On Hold
- Meter account set-up with Zenner (Timing of John McGee’s visit)
 - Set up for meters, add meter number and radio numbers to each account - 400. Keystone Billing and Utility Sales will be notified, next process reading the meters and start the rate study. Mary needs to complete sections 5 and 6.
 - Hope to complete end of next week.
- Deputy Marshal hours while Marshal in training
 - Complete



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- Application for 2025 Lare Grant
 - Mary to contact McCullough, Permit acknowledgement notice #FW32866-0 August 1, 2024
- Application for Wastewater Project
 - Waiting to meet with John McGee.
- Monthly Business
 - Trying to get credit card. Mary working to get and having issues. Meeting with person next week.
 - Amazon order for supplies, prepaid gas card
 - Resolutions for gas cards for deputies
- Registration complete and plates received for truck. Waiting on plates for the Marshal car.
- **Marshal Report**
 - Marshal Facebook Page
 - Launch later today – August 10, 2024
 - Graphics for car
 - Alan to provide estimate this week.
 - Registered with a municipal plate, will try to get police plate in future.
 - Sabrina entertained a motion to purchase graphics for the car, not to exceed \$850, Brenda made a motion to purchase car graphics not to exceed \$850, Tim J. seconded. All in favor of motion; no one opposed.
 - Calls for month of July.
 - CAD Statistics Marshal report
 - Progress on SOP
 - Showed us the Marshal badge.
 - On thumb drive. Mission Statement, SOP, and general orders, still working on State mandated laws that we have to follow. Mary to print for the Board.
 - Will not pursue off property.
 - Academy squad leader
 - Provided call list VBLPD, not a lot of call activity.
 - Since we are a government entity, we can enforce parking, permits, plates, speed limit.
 - Monthly Business
 - **RMS – Reporting Management System – Cost \$2000 1 year, \$2100 for 2 years and goes to the prosecutor. Admin user**
 - Synchronizes up with county. Needs systems ASAP.
 - Sabrina entertained a motion to allow the Marshals to move forward RMS set up not to exceed \$2500. Brenda made motion to approve not to exceed \$2500 for RMS. Seconded by Tim J. All in favor.
 - Narcan – talk to EMS.
 - Sabrina working on towing contract with Amanda. Sabrina will send to the Board.
 - Signs for towing
 - Who has authority to set speed limit? Young and Young to check.



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- **Marshal Report cont.**
 - Suggestion: Public Safety Officer (main contact for the board)– for Marshal and Fire Dept. communication between the Marshal and VBLCD
 - Sabrina entertained a motion to have Brenda Dossey-Redick as Public Safety Liasson for VBLCD to communicate with the Marshal and Deputy and the Fire Dept. Tim J made a motion, Susan second, all in favor.
 - Thank you, Brenda for taking on this role.
 - Phone for Marshal – Alan to get estimate for phone and air card.
 - Phone can be subpoena by the courts.
 - Speed Radar gun donated by Marion County
- **Projects**
 - **Dredging Project – JS McCullough Excavating**
 - Permits
 - Permits sent in and received confirmation.
 - Per Doug Nusbaum 1 permit covers all required.
 - Notice to the property owners.
 - Project start date/timing
 - McCullough will be at Sept. meeting – ask start date.
 - Check date of Lare Grant to submit for next year and date we have for completion of dredging project.
 - Not sure if there is a rule for being able to dredge with fish spawning.
 - **Infrastructure Projects**
 - Paving roads (section 1 & section 5)
 - Work on in September.
 - Drains
 - UMAC, engineer to check about water – drain.
 - Estimates to cut roads for drains.
 - Culvert in 6 - **Table for now**
 - Grassick filled in retention pond – was court ordered to have a pond/lagoon late 90's.
 - Check with Kathy Deer to see if she has any information.
 - Young and Young to check to see if can find Grassick case back in the 1990's.
 - Gate between section 1 & 6 - **table for now**
 - When a road is put in gate has to be installed
 - **Emergency Road - table for now**
 - Trees to be removed above fence line \$3100 estimate Boswell and \$3500 D & S
 - Excavating – waiting on estimate
 - Remove fence line and stumps.
 - Sabrina spoke with a subject matter regarding grade of property. Removing trees will make ground unstable. Need to fix culvert first before we put in an emergency road. Need to understand the grade of the land.



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- **Board Focus Items**
 - Grant submitted before final cut off 1AUG2024.
 - Requesting \$5000 computers on top of the list
 - Should know if we get the grant by October.
 - Line of Credit
 - JR reached out. Need legal description, Church, Community Building and VBL lake.
 - Not able to use legal description that was provided for the Lare Grant
 - John Young can check to see if he can find out why we can't get a line of credit without collateral.
 - Look elsewhere to see if we can get a line of credit with another bank.
 - Sale of Annex Building
 - Remove cameras before the sale of the building.
 - Public notice before September meeting
 - Remove cameras before sale of building in Sept.
 - Mary to call AIRHOP to remove cameras.
 - AIRHOP to remove.
 - 2025 Budget
 - Meeting with Janet week of Aug 19th
 - Mary to schedule
 - Brenda would like to be included in budget meeting.
 - Pre-Budget at September meeting
 - Towing Contract
 - Policy and Procedure in process
 - Resolutions & Ordinances
 - Resolution on Electronic Meetings
 - Resolution No 2024-08-10A– Adopting Vertical Attendance Policy for the Board
 - Making sure people are visible at meeting remote.
 - Sabrina made a motion to approve the vertical attendance Policy resolution to hold electronic meetings. Brenda made a motion to approve, Tim J seconded. All in favor of motion; no one opposed.
 - Policies & Procedures
 - Rules and Regulations
 - Resolution on Amazon Purchases using ACH.
 - Not needed per John Young
 - Typical expenses from Amazon

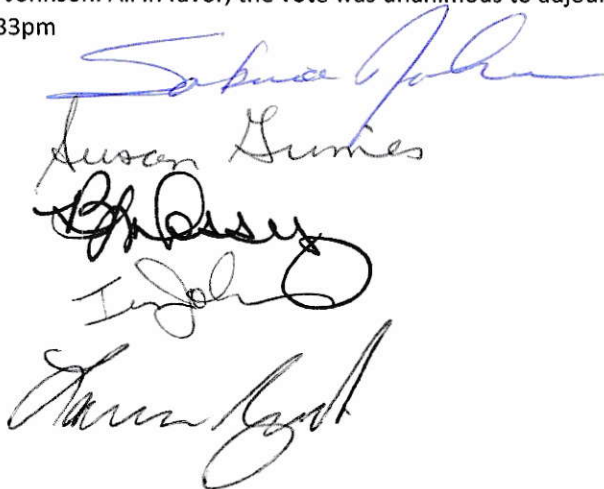


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- **Business on Hold**
 - Relocating Archives
 - Portable Generator
 - Community Center Repairs
- **New Business**
 - 2025 forward Marshal Hours – Discussion/review at future meeting before year end
 - 17 weeks/20 hours pay per week starting Jan 1, 2025, thru last full week in April including Friday May 1
 - New pay period starts May 2, 2025, to Sept 25, 2025 – 21 weeks at 30 hours per week shared between Marshal and Deputy
 - Exception for 30 hours Holiday's – 3 during this time
 - Not to exceed 8 hours per day
 - Both Marshal and Deputy will be paid for hours worked on holiday's
 - Sept 26, 2025, back to 14 weeks/20 hours per week
 - Sabrina to send out to Board.
 - Church mini splits installed.
 - Propane tank returned.
 - Would like to have the furnace removed. Want to use the room for a classroom. They will take out and remove.
 - Sabrina entertained a motion to allow the Church of the Lake to remove the furnace from the building. Tim J made a motion to have the furnace removed, Laren seconded, all in favor.
 - Usage Resolution
 - Jeremy and Doug to review and verify chemicals. There were questions so resolution put on hold until September meeting.
 - Jeremy to email or call John or Roger with questions.
- **Open Forum**
 - Testing water in the lake question.
 - POA will be testing the water in VBL lake.
 - Invision labs is where they were taking the tests.

The Chair requested the meeting to be adjourned, motion to adjourn meeting by Susan, and seconded by Tim Johnson. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:33pm



The image shows four handwritten signatures in blue and black ink, stacked vertically. From top to bottom, they appear to be: Sabrina Johnson (blue ink), Susan Dumes (black ink), Tim Johnson (black ink), and Laren (black ink).

