

Board of Directors Meeting

Van Bibber Lake Conservancy District

March 14, 2026

Meeting Called to Order by Rebecca Bilbrey: March 14, 2026, 9:30 a.m.

Board Attendees: Rebecca Bilbrey, Laren Zeeck, Brenda Dossey (partial), Mary Timm, Lynn (newly appointed)

Absent Board Attendee: None noted

Staff/Contractor Attendees:

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

Guest Attendees:

Mike Novak – Rural Community Assistance Program (RCAP)

Community Members: Attendance per sign-in sheet

Pledge of Allegiance

BOARD APPOINTMENT

Following prior board action and oath administration:

Lynn was formally recognized as a seated board member, having been sworn in earlier in the week to fill the open seat.

PRIOR MONTH MINUTES

Chair entertained a motion to approve the February 21, 2026 meeting minutes and waive the reading.

Motion: Laren

Second: Mary

All in favor. Motion carried.

EXTERNAL BUSINESS

RCAP / USDA Financial Guidance – Mike Novak

Mike Novak provided guidance regarding financial structure and compliance.

Key points:

- Clarified purpose of **Depreciation Fund** (replacement of infrastructure).
- Clarified **Debt Reserve Fund** (backup for loan payments).
- Confirmed district currently meets RD account requirements.
- Recommended consideration of a **separate utility budget** for clarity.
- Annual report preparation is underway and nearing completion.

Board will coordinate with financial advisor (Janet) to confirm compliance and structure.

Water Billing & Sales Tax Discussion

Discussion held regarding application of sales tax on water billing.

Key points:

- Sales tax must still be paid to the state.
- Future billing structure may **embed tax into water rates** rather than listing separately.
- Any changes may require a **future resolution**.
- Board will consult financial advisor for guidance.

Public Questions – Water System

Discussion addressed:

- Metered billing transition (in progress)
- Leak detection and automatic shutoff procedures
- Base rate vs usage billing structure
- Sewer charges vs water usage
- Hard water conditions (typical for Indiana)

Board clarified:

- Base rate covers system maintenance and includes 2,000 gallons ●

Usage above that is billed separately

- Leak shutoffs are done to prevent system-wide water loss

INTERNAL BUSINESS

Zenner Contract

- Contract executed and payment completed
- Requested legal modification (Indiana governing law) was rejected by vendor

SRF / Grant Funding Update

- District **not selected for 2026 grant funding**
- No dredging planned unless revisited later
- Future funding options will be evaluated

Board Resignation

Rebecca Bilbrey announced:

- **Resignation effective March 2026**
- Section 4 board seat will be opened for appointment

Section 4 Vacancy Process

- Applications will be accepted until **April 4, 2026**
- Notice will be posted on district website
- Board may hold special meeting if multiple candidates apply

Wage Increase Resolution

Discussion regarding previously implemented cost-of-living

increases. **Action taken:**

- Board approved **3% wage increases** for:
 - Jeremy Staley
 - Trisha McMannis

○ Barb

- Increases approved **retroactive to January 1, 2026**

Motion: Laren

Second: Mary

All in favor. Motion carried.

Formal salary ordinance to be drafted by financial advisor. **Office**

Manager Report – Trisha McMannis Key

updates:

- USDA reporting nearly complete
- January financials reconciled
- New office computer installed
- Outstanding checks from 2023 identified and addressed

Financial Approval

Chair entertained motion to approve January financials

Motion: Laren

Second: Mary

All in favor. Motion carried.

OPERATIONS REPORT

Water & Wastewater – Jeremy Staley

Water System

- 7 lockoffs (leaks, non-payment, etc.)
- Meter system ~90% ready for billing
- Ongoing issues with radio communication and battery life
- Estimated timeline for metered billing: **2–3 months**

Water Tower

- Quote received: ~\$120,000 for replacement
- Independent inspection completed (awaiting report)

- Additional quotes to be obtained before decision

Wastewater

- 18 roto-rooter calls due to heavy rainfall
- Equipment repairs underway
- Generator maintenance quotes pending

System Issues

- Tree root intrusion in sewer lines
- Improper items (e.g., wipes, gloves) causing blockages
- Board will issue public communication on proper usage

MARSHAL REPORT – Alan Driver Jr.

- 14 interactions
- 4 vehicle tags
- 5–7 complaints (primarily noise)
- 1 vehicle removal
- No arrests

PROJECTS & BUSINESS

Metered Billing Implementation

- Staff coordinating with Zenner and Keystone
- MIU data alignment in progress
- Expected rollout within **2–3 months**

Road Maintenance – Hendricks County Paving

Original quote: \$29,900

Board approved modified scope:

- Section 3 work removed
- **Approved amount: \$22,400**

Motion: Mary

Second: Laren

All in favor. Motion carried.

Down payment required: \$7,840

Drainage & Engineering Projects

- Ongoing drainage issues require engineering review •
- Prior engineering plans (2018) identified
- Board will obtain updated quotes for study

DNR & Sediment Issues

- Ongoing concerns with upstream sediment runoff
- Board to coordinate with:
 - Indiana DNR
 - Putnam County Soil & Water Conservation District

Staffing

- Laborer position to be posted
- Role to assist with sewer maintenance and grounds work

Policies & Procedures

- Draft employee expectations and handbook in progress •
- Need for formalized reporting (work orders, time tracking)

Church Lease

- New tenant request received
- Existing lease under review
- Board will verify insurance and finalize lease before occupancy

BOARD COMPENSATION

Rebecca Bilbrey announced intent to file claim:

- \$400 (statutory maximum based on service days)

To be approved at next meeting.

PUBLIC COMMENT

Public questions included:

- Lake safety for swimming
- Sewer fees for vacant lots
- Leak billing transparency
- Chlorine levels in water

Board responses:

- Lake matters partially under POA and DNR •
- Sewer fee applies to lots with service availability •
- Water testing meets regulatory requirements •
- Chlorine levels vary due to treatment needs

ADJOURNMENT

Chair entertained motion to adjourn

Motion: Laren

Second: Mary

All in favor. Motion carried.

Meeting adjourned at approximately 12:30 p.m.