



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE VAN BIBBER LAKE CONSERVANCY DISTRICT

MAY 9, 2026

9:30 A.M.

The Van Bibber Lake Conservancy District Board of Directors met for its May meeting on May 12, 2026 at 9:30 a.m. at the Van Bibber Lake Conservancy District Office located at 4374 W. County Road 450 N, Greencastle, IN 46135.

ROLL/CALL TO ORDER:

Present were Brenda Dossey, Vice-President; Lynn Jelinek, member; Mary Timm, Secretary; Laren Zeek, Member; and Attorney John Young. President Dossey called the meeting to order at 9:30 a.m.

BOARD APPOINTMENT:

The first order of business was the appointment of Darrell Keck to the Board of Directors for the Section 4 board seat to fill the vacancy of Rebecca Bilbrey for the remainder of 2026. Mr. Keck was the only freeholder that applied to fill the vacancy. After discussion, Jelinek moved and Dossey seconded that Mr. Keck be appointed to the Board of Directors for the remainder of 2026. The motion was adopted unanimously: 4-0.

ELECTION OF OFFICERS:

Next was election of new officers on the Board of Directors to replace former President Bilbrey. Vice-President Dossey was nominated for President and Member Jelinek was nominated for Vice-President for the remainder of 2026. No other nominations were made. Dossey and Jelinek became President and Vice-President by acclamation.

PRIOR MINUTES:

The Board considered the minutes of the March 14, 2026 meeting. There was no April meeting due to lack of a quorum. After discussion, Zeek moved and Jelinek seconded that the March minutes be approved. The motion was adopted unanimously: 4-0.

CLAIMS/FINANCIAL REPORT:

The Board considered claims for the months of March and April, 2026. After discussion, Jelinek moved and Zeek seconded that the claims for March and April 2026 be approved. The motion was adopted unanimously: 4-0. President Bilbrey's claim in the amount of \$400.00 for work done on behalf of the District was considered separately. After discussion, Zeek moved and Jelinek seconded that the claim be approved. The motion was adopted unanimously: 4-0. The Board also separately considered a claim made by Member Zeek in the amount of \$192.40 for reimbursement for cold patch materials used to repair missed areas of roadway in Section 4. After discussion, Jelinek moved and Dossey seconded the claim for reimbursement be approved. The motion was adopted unanimously: 4-0. A Claims Paid Log is attached to these minutes.



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STAFF REPORTS:

OFFICE:

Office Manager Trisha McMannis gave her report to the Board. She advised members to sign and return confidentiality agreements, and gave a reminder that receipts for purchases made with District credit cards be submitted promptly to facilitate monthly reconciliations. It was reported that there was continuing progress in switching to metered water billing, however several radio transmitters are still not functioning properly; staff continues to enter meter IDs and radio information into the billing system. Manager McMannis reported that Keystone assisted with correcting issues regarding billing dates, and that additional equipment and account setup with Utility Pipe Sales was necessary to directly order replacement parts for the District.

There was discussion that there is still an ongoing issue in receiving completed work orders from District employees, and it was emphasized that the work orders need to be promptly returned to the office for billing and customer follow-up. The Board discussed the need to bring on additional maintenance staff to assist with the workload.

WATER REPORT:

Water Superintendent Doug Clodfelter reported that the service company that performs the water chlorine check for the District no longer performs that work, however another individual who has serviced the District in the past has formed his own company and will continue to provide the service. Superintendent Clodfelter reported that there was a major water leak on an original six-inch water main due to a corroded plug failing. UMAC came and completed emergency repairs to fix the leak. The water plant did maintain adequate water production while the issue was being resolved.

It was advised that IDEM completed a sanitary survey inspection. Required improvements include installation of a sampling station near the elevated water tower, and replacement of obsolete plumbing associated with phosphate feed equipment. The District is making progress on the required improvements, and has thirty (30) days to respond to the inspection findings.

An independent inspection of the water tower was also completed, which included the following findings: the interior standpipe remains structurally sound; pipe thickness is approximately 1/2" thick, which is acceptable and does not require replacement; sandblasting and repainting tower components will be necessary at some point; and recommendations were made for improvements concerning OSHA compliance such as ladder and safety modifications. The Board discussed maintaining the current water tower maintenance contract while continuing periodic inspections.

It was requested a 3-year contract for generator maintenance with McAllister in the amount of \$14,304 be approved. Some additional documentation was not included in the proposal. After discussion, Dossey moved and Zeek seconded that the contract be approved pending receipt of the additional documentation. The motion was adopted unanimously: 4-0.



VAN BIBBER LAKE CONSERVANCY DISTRICT

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Superintendent Clodfelter advised that two (2) new freehold water service connections were made. There was some delay in completion due to contractor availability. The Board discussed finding alternative contractors or other options to reduce delays, particularly concerning boring work necessary to make new connections.

Superintendent Clodfelter offered to the District a quantum tray sealer in his possession that he obtained from a different water utility that will help the District do certain water testing in-house that will potentially save costs. The equipment is in good working order. After discussion, Zeek moved and Dossey seconded that the District accept as a donation the quantum tray sealer. The motion was adopted unanimously: 4-0. It was recommended additional wastewater testing equipment be purchased to allow the District to do other testing internally to avoid laboratory testing costs, specifically a HACH DR3900 analyzer and IDEXX testing equipment. After discussion, Jelinek moved and Dossey seconded purchasing the equipment. The motion was adopted unanimously: 4-0.

Superintendent Clodfelter will be retiring at the end of July. The District is in the process of finding and hiring a new qualified Water Superintendent with appropriate licensing. Clodfelter indicated he would assist in interviewing potential replacements and help with the transition.

MARSHAL REPORT:

The activity summary of the previous month was reported: 21 resident interactions; 7 vehicles tagged for towing; 12 noise complaints; and 5 complaints regarding loud stereos.

OLD BUSINESS:

The Board discussed terms of a new lease for one of the District buildings. The building had been leased by Church of the Lakes, however the previous lessee assigned the lease to a new individual that wants to continue to operate the church on the property. Notice of the assignment was not given to District. Attorney Young advised that the new lessee was on a month-to-month tenancy, and the District was not bound to the prior lease agreement. The building will be inspected and discussions will be held with the new lessee about entering into a new lease agreement. Young advised that it needed to be verified that insurance for the building was being maintained by the new tenants, and that the District was named as an additional insured on the policy.

NEW BUSINESS:

It was reported that the District Office telephone system has now been updated.

The Board next discussed making the District Marshal a full-time position. The Board finds this desirable due to the positive effect creation of the office has had on District security. The marshal's position is currently a part-time position. The Board believes making this a full-time position will further improve security in the District due to Marshal Driver not being able to respond to some complaints while off-duty and by increasing the presence of law enforcement



VAN BIBBER LAKE CONSERVANCY DISTRICT

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within the District in general. The proposal would have the marshal work 40 hours per week at \$35.00 per hour, not to exceed \$68,000 annually. After discussion, Zeek moved and Jelinek seconded that the District offer a full-time position to Marshal Driver as proposed. That motion was adopted unanimously: 4-0.

NEXT REGULAR MEETING:

It was then noted that the next meeting of the District would occur on **June 13, 2026 at 12:30pm** at the Van Bibber Lake Conservancy District Office located at 4374 W. County Road 450 N, Greencastle, IN 46135.

ADJOURNMENT:

There being no further business to come before this meeting, upon motion duly made, seconded and unanimously adopted, this meeting adjourned at _____.

Mary Timm, Secretary

ATTEST:

Brenda Dossey, President