

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

Saturday, November 09, 2024 @ 9:30 a.m.

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

**Absent Board Members:** NA

**Staff/Contractor Attendees:** Barb Johnson (Office Personal), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), via phone John Young (Attorney)

**Absent Staff/Contractor Attendees:** Mary Owens (Office Manager), Marshal, Alan Driver Jr.

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 at 9:31 a.m.

**EXTERNAL BUSINESS**

- None

**INTERNAL BUSINESS**

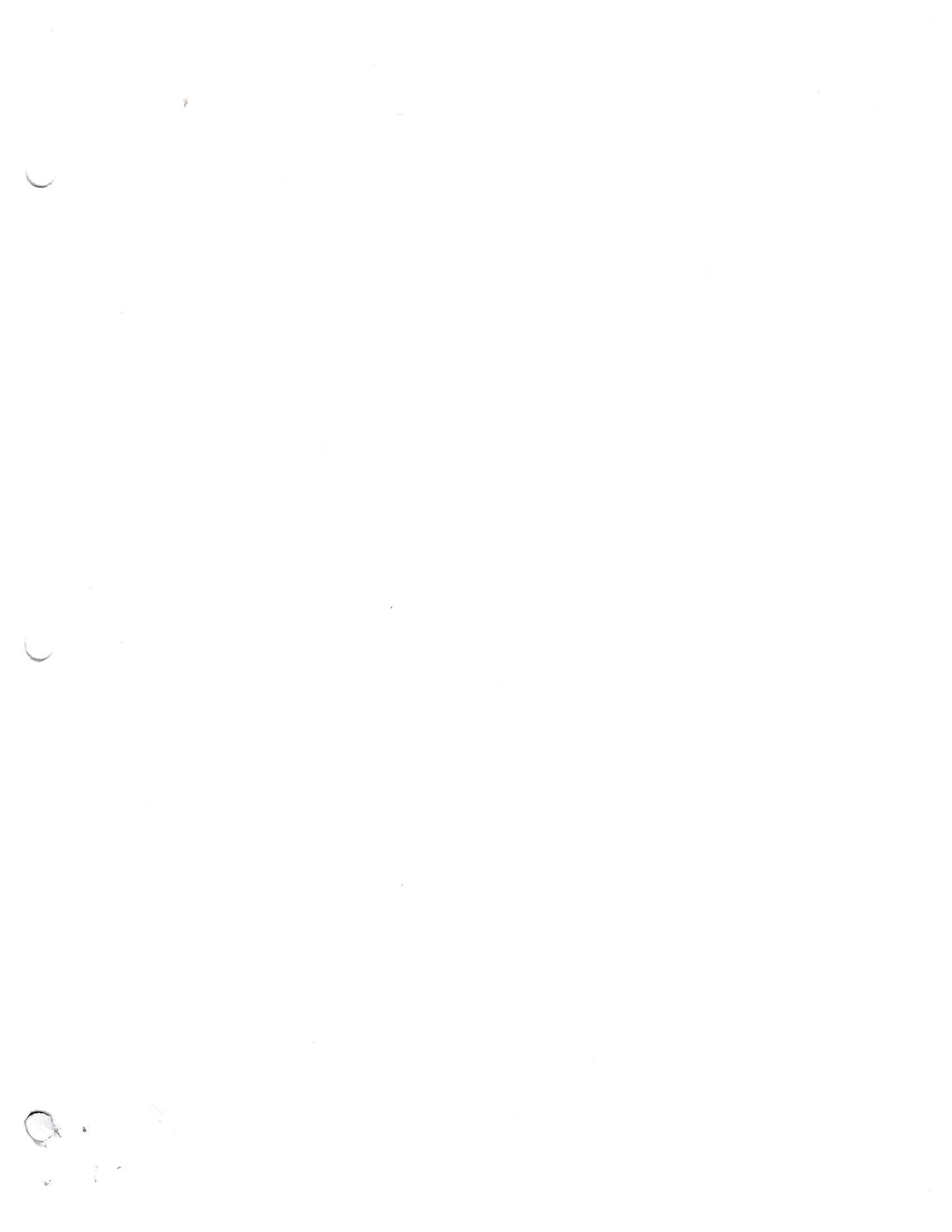
**Approval of Prior Month Minutes**

- The chair entertained a motion to approve the October meeting minutes. **Tim J.** made a motion to approve the October meeting minutes; **Laren** seconded the motion. All in favor of motion to approve October meeting minutes; no one opposed. Full minutes can be obtained in the VBLCD office
- **Financial Report: Read by Susan Grimes**

<b>PNC BANK – Bank 1 – Main account</b>	<b>Month ending September 2024</b>
Beginning Balance	\$1,077,141.06
+ Deposits & Other Additions	\$40,125.64
(-) Checks & Other Deductions	\$(65,242.36)
Ending Balance	1,052,024.34
(-) Outstanding Warrants	\$(11,611.63)
+ Adjustments/Outstanding Deposits	\$2217.13
Record Balance	\$1,042,629.84

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

- **Office Report: Read by Barb Johnson**
  - See office report prepared by M. Owens November 9, 2024
- **Water/Wastewater Superintendent Report: Jeremy Staley**
  - See superintendent report November 9, 2024
  - UMAC quotes - two new drains under road in section 5. Wait until we get the second quote before, we decide. Sabrina to follow-up.
  - Quote on drain for 6" tile main drive north to south on hold for now. To see if water starts draining across the road. HOLD Item



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- **Marshal Report – Update by Brenda**
  - A total of 5 dispatch calls to community, nothing violent in nature. One medical emergency. Jr. taken many cell phone calls that were not urgent. Resolution without involving the Sherriff department.
  - Issues with the car – electrical – service issues coming up on the dash. Traction control, windshield wipers running.
    - JTN south of Greencastle, works on emergency vehicles.
    - Marshal to check with Sheriff to see if they have somewhere they use for Fleet
    - Brenda talked to Sheriff Ball he was very appreciative of the Marshal's and freeing up time for the deputies.
    - Marshal laptop has been ordered. Need to check to see how much is left on the grant so they can purchase more items.
    - Susan needs a list of the items and receipts that we have spent on the grant to submit to Putnam County.
    -
- **Board Focused Projects**
  - Open item updates
    - Susan and Sabrina to attend the Putnam County Grant Breakfast on Friday, 15 November
    - Working with John on the payment structure with Boise (billing agent) How partial payments are applied to the bill. Resolution on ordinances – formal policy will be ready for next month
    - McCullough Dredge Project – contract approved – charging by cubic feet. Once he removes that number the dredging will be complete.
    - Drains – Jermey to clear of debris
    - Towing Contract – can tow before the contract. We need the SOP on the towing. Brenda to check with Alan Jr.
    - Received letter from DNR for dredging. \$100 fee for lake permit. Need proof of ownership of the lake for their file. Should be on track for DNR to approve the permits that have been turned in. We should be set to go by spring 2025 March or April once the ice is off the lake.
- **New Business**
  - Will have a visitor next month representing Little Walnut Creek. For the 5-year project by the dam for their grant for the new campground, beach, ramp and shower house. Asking VBLCD to consider hooking up to our water system. John stated they would be responsible for a study to determine how much water will be used.
  - Insuring we are all in the same understanding now that winter is coming on. We all understand what is expected of all our freeholders. Reminder that we have a **resolution 6-10-2023** stating seasonal rates and reoccurring charges and a letter that was sent out explaining to all property owners sent **March 24, 2023 letter**, seasonal lots in section 4, 5, 6 eligible for pits and meters and states in bold no more lock offs. They are in agreement they will be paying year-round water and sewer bill. Flat rate now, no more seasonal rates, year-round monthly water and sewer bills. Letter stated no seasonal lock offs. John is comfortable that we have the correct resolution – stopped seasonal and billed monthly all year. Jeremy stated when turning off the meter does not remove water from the pipe. Each owner must winterize their property and suggested use of



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heat tape on water lines. Section 2 Appendix A was Oct 2023-April 1, 2024. No more seasonal lock off and charging year-round. At this point we are not doing seasonal lock-offs.

- John to review both and provide wording for new resolution – self-explanatory and clean up resolution to supersede all previous resolutions, no seasonal lock offs.
- Main takeaway no seasonal lock-offs. If we need to, we can write up how they can winterize.

○ Virtual meetings – Mary to check on Zoom, Susan to also check VBLCD needs to have their own Zoom account. at getting set up for December meeting.

○ Mike Frazier will be doing snow removal again this year. Will send us the insurance information. Section 5 has Frontier cable in road – Person whose lines needs to be buried, will need to call Frontier and request lines be buried. Tim Johnson will call when plowing is needed until January 2025.

○ Mary brought up the Marshal to fill out a mileage log. Will send electronic version.

- Good for audit purposes and budget. Can be part of SOP's.

Security office, Marshall office moved to the VBLCD office. Wait until Dec 6<sup>th</sup> to see if we have any bids in. If no bids received or if received bids are not accepted, will need to decide if we want to get a realtor to sale Annex Building.

○ If we don't have someone to run for a specific section, how do we pick someone? Need to check policy on when we run elections. Forms will be completed by December 2, 2024.

○ Item to add to agenda. People living in residents without water. What can we do to make them hook up? Health Dept. would need to condemn a property. Health Dept. expects the POA to enforce all aspects. Enforce Convenance and Bi-Laws and will have to take them to court. The district can enforce hook up. Brenda to send properties that are not hooked up to John to review to see what we can do to enforce. She will also look at emails with the President of the POA and the Health Department. Freeholders who have not complied with hookup to the new water system will still be billed monthly fees.

○  
• **Business To Approve**

NA

• **Business on Hold (information only – will not be discussed)**

- Relocating Archives / Portable Generator /Community Center Repairs / Boyce Invoicing / Culvert in 6 / Gate between section 1 & 6 / Emergency Road

• **Open Forum**

- Speed Bumps – can we get these painted? One in section 5 is very hard to see. The board volunteered to paint. Tim J. said we have the paint, and he will get it from the office and take it to his house. Sabrina, Susan and Tim J to paint. Check to see if the paint is still good.
- Was a study completed to see how many cubic feet to have removed in dredging? Yes, there is a booklet with the study for the project. On-line submission form and McCullough has access.
- Bids on Security office, waiting on bids. Due before Dec 6<sup>th</sup>.
- Website – nothing listed (i.e. minutes). Pretty busy and not uploaded all files. Board or staff to upload documents.
- Mike Richmond -Putnam County Parks department will attend the Dec 14 meeting.

\*The Chair requested the meeting to be adjourned, motion to adjourn meeting by Brenda, and seconded by Tim J. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 11:17pm

