



# VAN BIBBER LAKE CONSERVANCY DISTRICT

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

## Board of Directors Meeting Minutes – Oct 11, 2025

**Budget Meeting Called to Order by Sabrina: Oct 11, 2025, 9:29 a.m.**

**Board Attendees:** Sabrina Johnson, Laren Zeeck, Rebecca Bilbrey, Susan Grimes **Via Zoom:** Brenda Dossey

**Absent Board attendee: NA**

**Staff/Contractor Attendees:** John Young (Attorney) Marshal Alan Driver Jr,

**Absent Staff/Contractor Attendees:** Vacant (Office manager), Barb Johnson (Office Personnel), Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Deputy Marshal, Alan Driver Sr

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

### Pledge of Allegiance

#### 1. 2026 Budget:

- Sabrina misunderstood, once initial budget was posted in Gateway and advertised we cannot make changes. Therefore, the budget must stay as posted within Gateway. If we find we need more funds we can request to reappropriate funds per Janet.
- Board was given a copy of the budget printed from Gateway for final review.

**\*\*Chair entertained a motion to approve the 2026 budget as reported. Each board member physically in attendance was polled for vote on approval: Laren yes, Rebecca yes, Susan yes, Sabrina yes. All in favor. The 2026 budget was approved.**

Budget Meeting Adjourned at 9:45 a.m.

**Monthly Board Meeting called to order at 9:45 a.m.**

### External Business

- SRF & USDA Funding: NONE

### INTERNAL BUSINESS

1. **Prior Month Minutes — \*\*Chair** entertained a motion to approve September 13, 2025, minutes as written and waived the reading of the minutes, Laren made a motion to approve the September meeting minutes and waive the reading; Rebecca seconded the motion. All in favor to approve September meeting minutes; meeting minutes were approved.
2. **Financial Report –** read by Sabrina.
3. **Office Report –** read by Sabrina.

Key Items:

- Tina handed in her resignation after September meeting was adjourned her last day was Thursday, October 2, 2025



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- a. Sabrina has been training on office tasks to fill in until position is filled and will be helping out while Barb is out for surgery at the end of November.
- b. Sabrina contacted Work One and placed an Advertisement in Banner Graphic (cost of \$104.12 for four weeks) for open position.
  - i. We received six resumes/applications.
  - ii. All six candidates have been interviewed, and our goal is to have a decision/offer made by Tuesday, October 7.
- c. Tina's debit card has been cancelled with PNC and a new card in Sabrina's name has been received.
- d. Tina has been removed from Keystone and Sabrina has been added as "Super" user within Fund, Utilities, and Payroll.
- e. Sabrina is working to set up an online account for USPS. Goal is to begin using our mailing permit on billing again. With thought of saving funds on mailing and time spent to perform monthly mailings.
- Pipe Utilities - Zenner Meters/Keystone Integration: With Tina gone, Sabrina will pick up this item.
- During reconciliation of August 2025, Suzy Bass communicated there were a few issues see Suzy's email for details.
- Large LED wall screen needed for meetings and presentations: Read estimate from TechRyan. Estimated cost for 45" will be \$494. Estimated cost for 65" will be \$674.
- Letter to 5183 was hand delivered by the Marshal on Wednesday, October 1. The freeholder has been given notice that he has 30 days to comply with the request to move his gate. The Freeholder has requested a quote on cost to move the pit.
- Water Tower Cleaning/Painting: Jeremy informed office to post water boil on Monday, October 6. The contractor called the office on Tuesday, October 7, and communicated they would begin work on or around Wednesday, October 8.

## Upcoming tasks for Office:

- Understanding how to remove Tina's name from PNC remote deposit & Boyce Reports
- 2 new pits were installed in section six: need meter numbers input into system
- Start discussion with Zenner & Boyce on steps to add metered billing pricing to system.
- See if Tina can make herself available to notarize or if someone at PNC can notarize Liens.
- Review of previous year minutes and the Local Government Services Booklet to determine end of year duties
- Understand any upcoming Resolutions/Ordinances which will need created.

## Water & Wastewater Superintendent – NA

Due to an emergency situation at the Wastewater treatment plant neither Jeremy nor Doug were in attendance, and no monthly report was turned in to be read at the meeting.

Laren to check with Jeremy to find out what is going on with the Wastewater Treatment Plant.



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## Marshal Report – Alan Driver Jr.

- See Monthly Roll Up report – email Brenda forwarded to the board.
- Water rescue class: **On Hold till 2026**
- Donation of radar gun: Alan Jr. to check with Alan Sr. to see if a thank you card was sent to Wally Pinkston.
- Proper Signage: Alan Jr. to have signage prices by Oct 20<sup>th</sup> and email the office.
  - Roads in IC code covered under a municipality. Our roads are public streets.
- Will send receipts and mileage log to the office on Monday.

## Board-Focused Task/Projects

### Critical Tasks/Projects

1. **Water Rate Study:** Received study week following September board meeting.
  - a. Sabrina to follow up with Steve Brock to get explanation on water rate. Will also need to understand how to calculate a new sewer base amount for when metering of water goes into effect.
  - b. John to work on Water and Wastewater ordinance.
    - i. Will need to be advertised a couple of times for the rate change.
  - c. Sabrina to get with Zenner and Boyce to understand how to prepare for the change from flat rate to metered rates.
  - d. Sabrina to confirm two new meters are in the system for Zenner.
  - e. The goal is for metered billing to start in January 2026.
  - f. Suspended rate – pin the meter if people are on vacation. Something to look at in the future.
2. **USDA Wastewater Paperwork with DNR:** Was in contact with Cynthia Ferguson and Patrick Allen at USDA; cc'd Dustin @ HWC. Dustin was to send missing documents. Requested an updated status on 10/6. Received bounce back that Patrick is on furlough due to lapse in federal government funding and will return emails once funding is restored. Received email from Dustin that the website to upload documents is currently shut down due to government shut down.
  - a. Wastewater project on hold due to government shutdown.
3. **Sewer Line Survey & Lot Assessment:** Analyzing charges per lot. If necessary, create freeholder survey letter assessing to help determine what lots can produce water and/or sewer. Check county records.
  - a. High priority on Sabrina's agenda
4. **Silt:** Need to call Tony Bryant 765-225-9333 to see if he was still interested in silt.
  - a. Laren to call and see if Tony Bryant is still interested.
  - b. Do we want rough grade done on silt we have \$5,360 remaining funds for partial payment of silt grading (estimated \$12,500)
    - i. If yes, Schedule McCullough for grading once it is determined if there are any takers of the soil/silt.



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5. Speedbump Painting:
  - a. Susan to provide Dawn with three gallons of paint so they can get started.
  - b. Sixteen speed bumps in the community and color is yellow.
  - c. Thank you to our volunteers – Dawn, Mary, and Gayle

## **Infrastruncture Projects - on radar for 2026**

1. Section 5 (Campbell Property) – One quote came in for review.
  - a. Laren to get new quotes
2. Section 2 – Drainage issues
3. Section 6 (McPeak Property) – No additional quotes outside of HWC
4. Fencing around Pump House

## **Grants**

1. 2026 LARE Grant: Doug sent email with prior Lare Grant information.
  - a. Working to get both Spring & Summer grants written to finish VBL dredging and add riprap.
  - b. Applications Due in January 2026. Finish dredging and rip rap.
2. Wastewater: On Hold with Govt shutdown
3. Police
4. T-Mobile Small Town Grant

## **Policy/Procedures**

1. Sewer Liens: Per John Young's guidance (see email)
2. Reimbursement Policy: Need draft of resolution "receipts not received within 30 days of expense will not be eligible for reimbursement"
3. Emergency Leak Statutes: Need Policy on emergency leaks and how we will negate sewer charges once metering usage.
4. Staff Performance Policy: Need Policy on staff reviews and handling how to handle feedback and corrective action.

## **Miscellaneous – On Hold to 2026**

1. Tour of easements with legal and board: Needs scheduled. Section 1 Easements (Jeffery Lane). Where are other easements, review Plat sent by Rebecca.
2. Weeds around fire hydrants: Suggest we extend Matt's contract next spring to place gravel around hydrants and spray per agreed upon schedule. Discussion for next spring.



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## New Business

1. Susan Grimes will be stepping down from board; her last meeting will be December 2025.
  - a. Sabrina to check to see if it is an election year.
  - b. Position will be open come January.
  - c. Terms are 4 years.
  - d. Section 1 & 2 Brenda, Section 3 South Sabrina, Section 3 North & 4 Rebecca, Section 5 Susan, Section 6 Laren.
  - e. Each January after members are set, the board must re-elect a Chairman, Vice-Chairman, and Secretary/Treasurer.
  - f. At least one board position should be up for election each year.
    - i. John to check on and confirm.
2. Sabrina hours worked
  - a. Rebecca entertained motion to approve Sabrina to fill the office manager position and considers compensation. John to check on the "conflict of interest statement" board will need to approve and then send to be filed with the Clerk.
  - b. Sabrina tracking hours and days worked and provide with an hourly rate for the board to address at next meeting.
  - c. Rebecca made a motion to approve Sabrina to continue work as the Office Manager Susan seconded. All in favor, approved by the board.
3. Fence around well head and pump house. Required to be done after water was installed. Doug and Jeremy to measure the fencing area.
  - a. Laren to check with Jeremy regarding the fence to see if there is an update.

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## Open Forum (limited to 15 minutes)

**Question**, to see if he can put fountains in Van Bibber Lake to help get the water moving? John said he will need to contact DNR. Sabrina to ask Doug Neusbaum for a contact for him.

**Question**, Painting of the water tower (inside and outside). Do they have a warranty? Yes, they do and have used them in the past.

**Question**, do we have to boil water to drink? Yes, while under the boil order water and maintenance of the water tower.

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## Adjournment

**\*\*Chair** entertained a motion to adjourn meeting Brenda made the motion; seconded by Susan. All in favor. Unanimous

Meeting adjourned at 11:06 a.m.