

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

Saturday, October 12, 2024 @ 10:00 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), Alan Driver Sr. Deputy

Absent Other Attendees: Jeremy Staley (Water Superintendent), Doug Clodfelter (Wastewater Superintendent), Dustin Whalen (HWC), Marshal, Alan Driver Jr. Marshal Deputy,

Community members in attendance can be found on sign-in sheet in the VBL Conservancy office.
The Budget meeting was called to order by: Sabrina Johnson at 10:06 a.m.

Budget Meeting

- **2025 Budget approval**

Chair entertained a motion to adopt the 2025 budget per the reading and review of the September meeting. Brenda made the motion to adopt the 2025 budget, Susan seconded, all in favor, no one opposed.

Closed this portion of the meeting at 10:10

EXTERNAL BUSINESS

- **None**

INTERNAL BUSINESS

- **Prior Month Minutes**
 - Chair entertained a motion to approve the September meeting minutes. Tim J made a motion to approve the September meeting minutes; Laren seconded the motion. All in favor of motion to approve September meeting minutes; no one opposed. Full minutes can be obtained in the VBLCD office



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

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

PNC BANK – Bank 1 – Main account	Month ending August 2024
Beginning Balance	\$1,091,125.34
+ Deposits & Other Additions	\$34,697.55
(-) Checks & Other Deductions	\$(48,681.83)
Ending Balance	1,077,141.06
(-) Outstanding Warrants	\$(14,506.12)
+ Adjustments/Outstanding Deposits	2195.75
Record Balance	\$1,064,830.69

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 October 12, 2024**

- Chair entertained a motion for Mary Owens to be authorized purchasing agent for the Surplus furniture. Motion made by Brenda seconded by Tim J, all in favor, no one opposed.

- **Water/Wastewater Superintendent Report: Jeremy Staley (report read by Susan Grimes)**

- See superintendent report September 14, 2024
- Action Item: Check with Jeremy to ensure drains will be cleaned of leaves. Need update
- Quote/estimate for drains from McCullough and Lin (resident) Brenda to check on

- **Marshal Report**

- 5 Dispatch runs for month of September. No report
- Lock out Kit (need to purchase, will present cost)- Waiver to have people sign if use lock out, with any damage VBLCD Marshal not responsible.
- Gas card prepaid monthly \$250, marshal will turn in receipts to Mary
- Tow vehicles with no license plates, ticket and tow
- Abandoned vehicles on private property – call Putnam County planning and zoning – contact if no plates
- Have to use street name along with house number for towing company
- Deputy has winter jacket, not sure about Jr. may need to order 50 more patches.
- End of year hours – 20 hours Sabrina stated will ensure they are aware of hours for 2025.
- Chair entertained a motion that we approve the SOP's per the suggested changes during our executive meeting this morning Brenda made a motion to approve, Tim J seconded, all in favor, no one opposed.
- Need specs for the computer for Marshal. Setup time to go to BestBuy.
- Need list of programs required for office computers, antivirus etc. would like to purchase at BestBuy so we have the Geek Squad if there are any issues. Need Windows 10, county software won't work on Windows 11. Microsoft Office needed.



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- Since purchase of Marshal computer was being discussed Sabrina brought up the need to new computers for the office staff. After a quick discussion the Chair entertained a motion to purchase two new computers for the office. Suggests laptops for the office to include with Microsoft Office and Antivirus not to exceed \$4000.00 total. Brenda made a motion to approve purchase, Tim J seconded, all in favor, no one opposed.
- Meet and greet, Jr. is going to set up a program if anyone wants to donate to the Marshal's for supplies. Will need to be donated to the district VBLCD and then provided to the police department.
- UTT's -Sr. will ask Sherriff Ball to see if he will donate some.
- Printer for car to be able to hand out tickets. Need hand written warning and ticket book. (need to order) Sr. will get quote.
- Tickets for parking on side-walks
- Paperwork on established Marshal– Board resolution and House Bill and letter from ILEA. Sr. would like to have a copy of the letter for proof. Mary to email what we have and copy of board resolution. ID cards saying they are police officers.
- Phone numbers will be provided to the board for Marshal and Deputy.
- Have not received the plate for the car yet. Still waiting on the plate. BMV won't provide any information on the plate for the status.
- **Projects**
 - **Dredging Project – JS McCullough Excavating**
 - McCullough contract verbiage
 - Contract -Doug Nusbaum copy of current Lare grant contact. District obligated to pay thru it's contract to receive funds. Need to use 2022 SCM template. Indiana Dept of Administration. Professional services contract, required as construction contract, use in the state. Confident we have the right one. John made the corrections to the contract. Need to use the states contract. Need to assign a District Project Manager on the board.
 - Chair entertained a motion to go ahead approve and execute the contract and approve per required format per state once finalized. Tim J made the motion to go ahead, Susan seconded, all in favor, no one opposed.
 - John to send and then Mary to send to McCullough.
 - Lare Grant (2025)
 - Submit by Sabrina, ask for more per balance due after the already granted funds of \$82,000, asked for 80%, will know if we will receive in January 2025.
 - **Infrastructure Projects**
 - Paving - complete
 - Drains – reference Water/Wastewater Superintendent Report
 - **Board Focus Items**
 - Reporting Management System
 - One year invoice signed and returned to Caliber
 - Need to sign contract
 - Towing Contract
 - Towing contract verbiage
 - Can still tow without contract. Determine if want tow away zones. SOP for towing, wait for Marshal to provide SOP before sign contract.



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- Planning and zoning, make a complaint regarding abandoned vehicles.
- Vehicles towed will have to contact Seniors Towing Company.
- Community Grant
 - Received grant \$2500. Susan will need the receipts to submit to the Putnam Community Grant Office website.
- Resolutions & Ordinances and Policies & Procedures
 - In process
- Open Action Items
 - Chair entertained a motion to approve the Holiday Schedule for 2025. Tim J made the motion to approve and Susan seconded. All in favor, no one opposed.
- **Business To Approve**
 - Board members up for election. Two up for election this year.
 - John would need to look at the election requirements.
 - Oct 24 & Nov 21 need an Ad placed in the Banner Graphics
 - Section 4 and section 6 up for election. Start January 2025
 - Chair entertained to approve bonus for Mary a bonus gross amount of \$6000 and Barb gross amount to \$2000, both had good performance evaluations and taking on additional tasks and working outside of normal work hours, trainings. Laren made the motion to approve the bonus' for both Mary and Barb, seconded by Tim J, all in favor, no one opposed.
- **Open Forum**

Freeholders came to discuss the meter being removed from the property they recently purchased and discussed at previous meeting in August. They left previous meeting thinking the meter would be removed and they would be paying a lower cost.

It was found by Young & Young after further research the gentleman talking with them regarding the debit service fee in August meeting, misspoke. There is no debt service fee until billing is based off of metered water. The amount being paid currently is not based on consumption therefore, freeholders can use as much or as little as they want due to a flat fee being charged. If the district allows meters to be removed, the district will have to raise everyone's rates until it goes to metered billing. Removing meters also limits the ability to detect water usage (by freeholder or by leak) as the lot would still have a water pit and be able to produce water.

When billing becomes metered will have a base rate with additional cost based on higher consumption and the sewer will be on the consumption of the water you use. Adjustment could be made to sewer charge if it deemed water did not flow through the sewer (i.e. the filling of a swimming pool).

Freeholders stated the previous owner wanted the water and they do not they as new owners only want to pay the \$21 for wastewater maintenance fee for a vacant lot. They don't want the meter. They felt their case was unique and would like special consideration in this case. However, there are other people that have meters which have still not hooked up, but they have to pay the full amount for water and sewer. It was brought to their attention their situation is not unique as there have been other people buying lots in the community where the new water pit/meter were in installed and they have been told they have a year around bill.



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The freeholders feel they are being unjustly asked to pay for something they will not use however, Sabrina had a phone conversation with the freeholder prior to the purchase of the property and made her aware that since the new water pit/meter was on the property they would be required to pay the flat fee bill each month. Further discussion on a decrease in bill was mentioned once the conservancy goes to metered billing. The freeholders were aware of the pit/meter when they purchased the property.

The conservancy has an obligation to pay back a loan on the new water system, the ability to pay back the loan was based on the number of new pits/meters therefore, it is necessary to retain the current level of pits/meters to meet our obligation.

Freeholder stated that they will dispute the charges every single month on a consumer level. They stated they would only be paying \$21 of the bill for this lot and dispute the other amount. Appreciated our time but upset with decision to not take out meter and not reducing the bill for them. Sabrina informed the freeholder if this was the case the conservancy would have no choice but to file a sewer lien on their property which is done with all other freeholders which are behind on payment.

VBLCD is obligated to keep business running with the new water system. Multiple discussions with attorney and Steve Brock regarding this resident/situation.

The attorney suggested if we do not already have a resolution the Board needs to create a resolution on how money is applied to bills, suggesting it be applied on water first since water consumption dictates the billing.

Chair entertained a motion to close the meeting at 12:18, motion made by Tim J and seconded by Laren, all in favor, no one opposed.

