

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

Saturday, September 14, 2024 @ 9:30 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 Jr. Marshal

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

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

The meeting was called to order by: Sabrina Johnson at 9:30 a.m.

PUBLIC MEETING(S)

2025 Budget

- August 24, Board (Sabrina, Brenda, Susan and Mary) had a meeting with the accountant Janet Alexander to review the 2025 budget. Reviewed line items and submit advertised budget same day. 2025 made ability to spend the Rainy Day fund in 2025. With the Dredging project coming up in 2025, if needed will be able to use.
- Mentioned the current Lare Grant of \$82,000 from 2024 and plans to apply again for 2025 grant for dredging project.
- We budget for the water side as it must be reported to the State Board of Accounts. Wastewater mirrors water side and not required to send to the State Board of Accounts.
- No increase for property tax levy for 2025. Will be the same as 2024.
- We are looking at a 5-year plan to lower the Tax Levy on property taxes
- Please refer to the Budget Estimate/Financial Statement proposed Tax Rate.
- At the October meeting we will review the 2025 Budget and vote in the budget.
 - Chair entertained a motion to close the 2025 Budget Meeting. Brenda made the first motion to close the Budget meeting and Tim J seconded. All in favor of motion, no one opposed. Meeting adjourned. Adopt 2025 Budget at the October meeting.

Sale of Annex Building

- Received two appraisals and will be advertised in the Banner Graphics paper as a notice on September 24th. Board took into consideration purchase price, repairs and improvements. Minimum Bid \$70,000. Accept bids until December 6th and will close the bids. Consider the bids at the December 14th meeting. As bids come in, the office will open. If the bid comes in and is higher the other bidders will be notified of the bid over their bid. For the winning bidder they will be notified, will be expected to pay for the cost of the sale that will not exceed \$4000 and will need to pay the earnest money by Dec 6th. Earnest money will be a cashier's check of \$1000. Building is zoned residential. If board is uncomfortable with bids these do not have to be accepted bids. Building does not get POA dues charged yearly. Does have water and sewer.
 - Chair entertained a motion to adjourn the public meeting to discuss the sale of the Annex Building. Tim J. made the motion to adjourn the meeting to discuss the sale of the Annex Building, Susan seconded. All in favor, no one opposed

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REGULAR BUSINESS MEETING

John Young, prepared resolutions declaring certain real estate surplus authorizing sale of surplus real estate, appointing disposing agent and establishing terms of sale. **Resolution No: 2024-09-14 A** Minimum bid of \$70,000, plus cost of paperwork not to exceed \$4000, earnest money of \$1000 in cashier's check, bids open for 60 days, voters will be notified if someone bids higher than their bid so they can increase their bid.

- Chair entertained a motion for the board to accept the resolution 2024-09-14 A for the sale of the annex building. Brenda made the motion to accept the resolution of the sale of the annex building, Tim J. seconded, all in favor, no one opposed. We will move forward on the sale of the building.

EXTERNAL BUSINESS

- None

INTERNAL BUSINESS

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

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

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

PNC BANK – Bank 1 – Main account	July 2024
Beginning Balance	\$1,127,448.71
+ Deposits & Other Additions	\$43,856.65
(-) Checks & Other Deductions	\$(80,180.02)
Ending Balance	\$1,091,125.34
(-) Outstanding Warrants	\$23,322.30
+ Adjustments/Outstanding Deposits	
Rec 13928 DIT	\$893.47
Record Balance	\$1,068,696.51

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 September 14, 2024
 - Action Item: Check on Fuel only cards, fleet card
- **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.



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- **Marshal Report**
 - Monthly Business (calls for month – refer to report)
 - Laptop Dell rugged laptop, \$1700 with Windows 10 or 11 with IT support
 - Laptop includes - Service, support management secure based net, Dell tech, security – Webroot or McAfee
 - CAD system – Putnam County will set up on laptop at no cost
 - Purchase 2 phones and air card with Verizon monthly contract not to exceed \$500 per month.
 - Chair entertained a motion to move forward to purchase laptop for the Marshal not to exceed \$2000, Brenda made a motion, Tim J seconded. All in favor, no one opposed.
 - Chair entertained a motion to enter a contract with Verizon to purchase 2 phones and Air Card. One for the Marshal and one for the Deputy. Monthly contract not to exceed \$500 per month for Marshal and Deputy, Brenda made a motion to approve contract not to exceed \$500 per month, seconded by Tim J. All in favor, no one opposed.
 - SOP's State mandate use Putnam County and IMPD SOP's, transfer to new letterhead.
 - Plate information for car returned – resubmit for title and plates as we thought it was lost.
 - Once we can drive will take to get graphics on car. Graphics have not been purchased until installed. R-Shield is the company with the graphics. Approved last month \$850.
 - Marshal will graduate on Friday, Sept. 27th
 - Community Meet and Greet with Marshal – Sat Sept. 28 10AM-Noon open house
- **Project**
 - **Dredging Project – JS McCullough Excavating**
 - Time Frame for Dredging Early Spring March/April dependent when the ice is off the lake.
 - 30 days to dredge lake.
 - McCullough has 3 barges so there should be no issues doing our project.
 - Sabrina sent first draft of Lare Grant to Doug N. to see if we are ready to submit.
 - **Infrastructure Projects**
 - Paving roads (section 1 and 5) per Tim J, will be here Wed. Sept 18th.
 - Drains - Mary to check with Jeremy on plan for drains to ensure leaves are removed.
 - **Board Focus Items**
 - Line of Credit – wanted to mortgage property. Won't move forward with the line of credit.
 - Marshal - Reporting Management System
 - Invoice/Contract with Caliber qty of 5, up to 5 users, compatible with Putnam Co. Start and pay for, when have laptop.
 - Towing Contract – Young and Young to look at SOP for towing. Brenda to provide copy.
 - Resolutions & Ordinances and Policies & Procedures in process
 - Contingency Fund from Water Project
 - John McGhee informed Sabrina, Mary, Jermey, and Doug we do have use of contingency fund.
 - Reviewing what funds can be used for, possibly 20 remote shut-off valves, rate study, and tool for hydrants.

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- **Business To Approve**

- Resolution on Sewer Usage
 - Jeremy reviewed and had a few minor changes.
 - Chair entertained a motion to approve resolution on sewer usage 202409-4-B, Tim J made a motion to approve, Laren seconded, all in favor, no one opposed.
- HWC Invoices July invoice \$4250.00 and August \$6250.00 funds from Wastewater Budget.
 - Chair entertained a motion to pay both HWC invoices for July and August, Tim J. made a motion to pay invoices, Brenda seconded, all in favor, no one opposed.
- Invoice for \$12,000 assets management plan. Will come out of the water side.
 - August 21 invoice, paid by SRF funds. Zero balance months ago. John McGee said to check with Kristi, no funds in SRF. Can not be paid out of contingency funds. Must be paid out of the water side operating funds.
 - Chair entertained a motion to pay the invoice for asset management in the amount of \$12,000 for the water side, Tim J made a motion to pay, and Susan seconded, all in favor, no one opposed.
- Nielson Invoice paid on Sept 7 in the amount of \$302.73
 - Chair entertained motion to reimburse Alan for uniform costs per Nielson Invoice, Laren made a motion to pay, and Tim J seconded.
- Bullet cost \$179.64, Gas charges \$38.38 and 29.98 considered regular expense to be paid, no vote needed.
- Patterson's request for lot 4047
 - Received formal request to have water meter removed.
 - Board to discuss and decide if removal will be allowed.
 - John Young stated he spoke to Mr. Novak, misspoke at the August meeting.
 - John Young stated, Meter can be removed but will not change the rate amount charged on the property. The district is locked in on the amount it owes for the money that was borrowed on the grants. If the board starts removing meters, the bills will have to raise for everyone in the community. We must maintain the money coming in to pay for the grants that were provided. Again, meter could be removed but will not change the rate charged on the property. Removal of meter will only decrease the district's ability to detect any water usage. Mr. Novak, misspoke about the debt service fee, until we are on metered rates there is no debt service fee. While the meter can be pulled but there will not be a credit toward the bill.
 - Currently can use zero to however much water as you want. But, once rate study is complete and metered rates go into effect, a base rate will be charged with additional charges over and above base per gallons used.
 - Chair entertained a motion to have meter removed at 4047. Reminder, it does not take away current cost of meter if removed but decreases ability to detect water usage. Only take the meter and put on a shelf. Cost involved to remove the meter. No motion, no one approved.

Action item: Sabrina to contact resident, remain as it. No changes in bill. Bill will remain the same as previous month.

- **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



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- **Open Forum**

Why is VBLCDD not a not-for-profit? Local government, special district, municipality, not for profit. Would need to speak to someone in government.

When will the water tower be cleaned out. Question for Jeremy. Should be done soon. Barb said last time they made sure not to wash whites that day. Usually, do not have a no boil order.

When will we switch over to metered billing. Will it be based on number of people at residence in home? No, based on usage per rate study. Will need 1 year of data to determine when this will switch over. Maybe ready to start with metered water start of 2026. Will need to be confirmed with Steve Brock.

Plan for higher water bill. VBLCDD can't be liable for leaks that is why we are trying to warn people now so they can fix issues before going to metered water. Can do adjustment on Wastewater, but not on water. Sabrina mentioned information about a program for insurance, heard about from Kathy Deer. She will share the information with the community. Can add on bill to ensure we have people's current phone number at the conservancy to be able to contact if a water leak.

Mentioned homeowner in section 4, doesn't have enough blue line to connect water line. Homeowner will need to purchase more and connect to make long enough to connect.

Where water is standing by the community building, need to put in a new drain or culvert in the road. Will put a bid in from gentleman (Lynn) in the gallery along with getting a quote from UMAC.

*The Chair requested the meeting to be adjourned, motion to adjourn meeting by Susan, and seconded by Tim J. All in favor, the vote was unanimous to adjourn the meeting. Meeting was adjourned at 12:13pm

Handwritten signatures in blue ink, including names like Sabrina, Tim J., Susan, and others.

