

VAN BIBBER LAKE CONSERVANCY DISTRICT

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

Board of Directors Agenda – Aug. 9, 2025

Public Meeting Called to Order by Brenda Dossey: Aug 9, 2025, 9:30 a.m.

Roll Call: Brenda, Susan, Laren, Rebecca (Sabrina not in attendance)

Pledge

Public Meeting:

Open public meeting. Discussed the reappropriation of funds from the Rainy-Day fund and the reappropriation of funds for the construction of the Marshals office from the money received from the sale of the Annex building.

Opened the floor should any freeholders have question. No one was in attendance. No questions closed the floor and entertained a motion to adjourn public meeting. Motion made by Laren to close the public meeting. 2nd by Susan. All in favor. Unanimous. The public meeting was advertised in the Banner Graphic on July 30, 2025.

Monthly Board Meeting Called to Order by Brenda Dossey at 9:40 a.m.

Began with motion to approve the reappropriation of Rainy-Day Fund and funds for construction of the Marshals office. Motion made by Rebecca 2nd by Laren. All in favor. 4 Yea / 0 Nay

External Business

- SRF & USDA Funding: None - USDA: Mike Novak – not in attendance – no updates

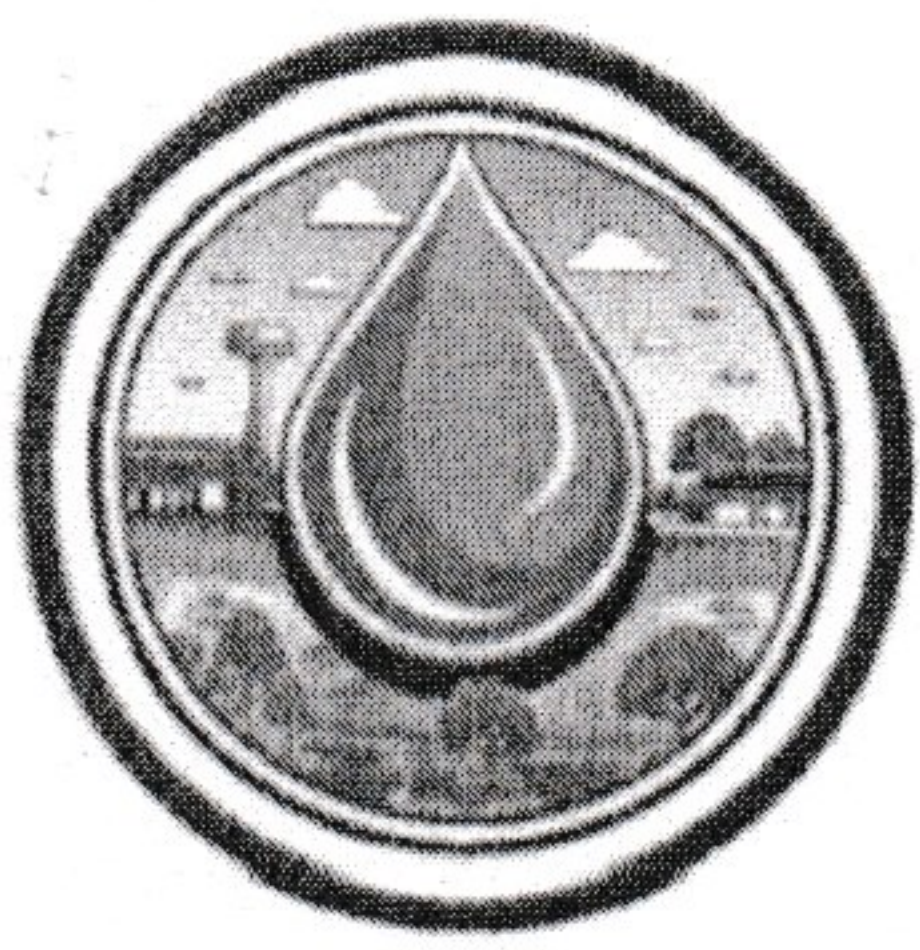
INTERNAL BUSINESS

- Approval of July Minutes: Motion made by Susan second by Rebecca. All in favor: Unanimous

Financial Report

1. Review of financials for May, June, and July during the August meeting
2. Per the budget workshop and last month's findings we are still unable to approve the financials all months in question will be reviewed in September. ***This is due to extenuating circumstances and timing including sickness during training, death of close family member, I.T. issues, failure of Frontier internet and communications, as well as the learning curve of our new office manager. Board currently has an outside accounting team reviewing and helping to give further training***
 - Tina is working with an outside financial company

Office Report - Tina



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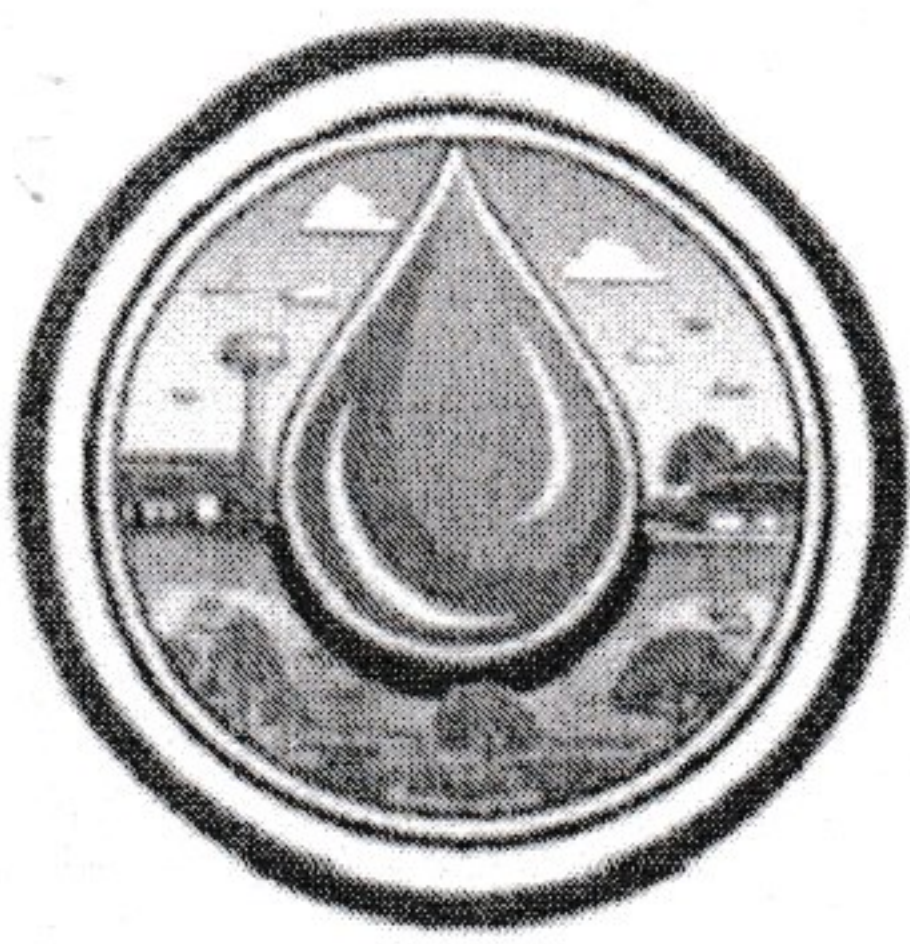
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Key Items:

1. Laptops and computer network
 - a. Per Ryan Gruenholz of TechRyan, consider Starlink and review options for phones and internet due to lack of bandwidth of T-Mobile systems
 - b. Central hard-wired desktop computing station – suggested by TechRyan – estimated costs
 - c. Functionality and software on Barb's laptop
 - d. **Motion made to** Approve estimate/purchase equipment and install. Rebecca made the motion and 2nd by Susan. All in Favor: Unanimous
2. Internet & Phone Issues:
 - a. Internet must be installed throughout all Conservancy buildings and services by the same provider
 - b. Switch made to T-Mobile (office only currently) – speeds/strength may not be adequate
 - c. Need to discuss eliminating Frontier completely
 - d. **Motion made to** switch to Starlink. Rebecca made a motion to keep Frontier for the water company. Go with Starlink for the office. Work with the POA and TechRyan. Laren second. All in favor: Unanimous
3. SBOA Exit Conference:
 - a. Exit interview complete - will give more information on audit findings once verified report has been made public.
4. Pipe Utilities - Zenner Meters/Keystone Integration: OPEN
 - a. Have meter readings been fixed on the billing? Matt came and is working on report.
 - b. **ACTION ITEM:** Tina to work with Keystone.
5. Water Rate Study:
 - a. Sabrina contacted Steve Brock. Steve stated he would have information by August 1, in time for budget workshop. This did not happen. We have contract with Steve and must stay with him for this study but will seek another company for future studies.
6. Large LED wall screen needed for meetings and presentations – acquire estimates for purchase and see if TechRyan can install and setup with network/computers via Bluetooth/Wi-Fi
 - a. **ACTION ITEM:** Tina to get estimate on cost and installation

Water & Wastewater Superintendent - Jeremy

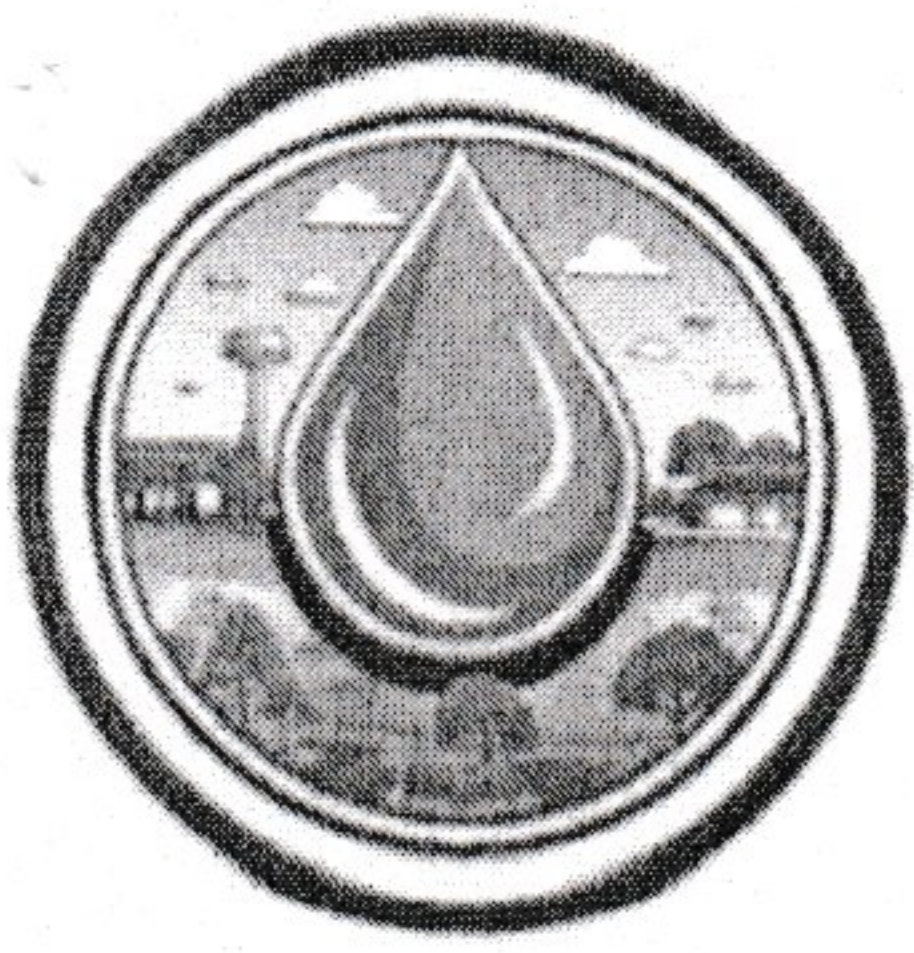
1. Review of both July and August reports
2. Water pit installations



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- a. New meters for Mr. Brown & Bill Clements (section 6). Answer: were to have been installed by Aug 11th tentative
3. Water Tower Cleaning/Painting
 - a. Damaged UPS: Was Parke County REMC called to check power at the tower since the UPS was replaced and then failed?
ACTION ITEM Provide office and board contractor contact information and dates scheduled. Not same as used before. Week of Sept 8th
Tentative scheduled Sept 8th after holiday weekend. Wash and paint outside two weeks the shortest, depending on weather. Pumps have to run constantly.
Post in paper and in on website. Will confirm the date.
4. Wastewater treatment plant
 - a. Chlorine Contact Tank at WWTP – has it been ordered, received and installed? Answer: Yes, on order and old one is still working
 - b. Return Activated Sludge (RAS) Blower – were the electrical issues managed from the starter of blower 1 being burned out? Answer: It has been replaced and is working and has spare parts.
 - c. Status of UMAC repairs in section 1. Answer: we are on the list
5. Part-time maintenance and roto-rooter help: job ad posted via Indeed.
 - a. Who receives and reviews applications and have there been any? Answer: Jeremy has received several applicants, but no one responds to calls. Junk mail or solicitation. 80% of applications don't have anything to do with our request.
6. Warranty work:
 - a. What items are left on Graves punch list? Answer: Still have a list of items. Nothing on the list impeding.
 - b. Was a letter sent to remind them of their obligations to complete the work? Do we need to get with Dustin and have a conversation and ask him to push the issue? Answer: Don't think he can speed up.
 - c. Have the items on the list that needed to be addressed been managed, and the correct pressure gauge for the high service pump line been replaced? Answer: Researching proper gauge. Nothing else had been completed.
7. UMAC repairs: Section 1 completed; others pending.
 - a. Update on pending repairs
8. High water usage tracking – Specifics to discuss? Answer: Yes tracking. Not set schedule. Extreme cases for lock offs.
9. Specific Property Issues
 - a. 5183, Munsey:
 - i. Fines paid; fence is still up blocking access and driving over pit continues



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- ii. Has meter been fixed?
- iii. Water shut off.
- iv. John: Share what legal action has been decided
- b. 4014, Matt Miller:
 - i. Continuing issues with blackened filter. Filter changed Aug. 6, still black – was not an issue for the last year and once new system switchover until the last couple of months. Home had all new plumbing lines installed just prior to new system.
 - ii. Rebecca said it's still black. Check after water tower cleaning
- 10. Additional weed-eating help
 - a. Did Matt Whitacker sign the letter of agreement to weed eat around VBL and then fill out a W2 or 1099? Signed contract Tina said he signed a 1099
- 11. Board/Legal Counsel tour with Jeremy and Doug on sewer system, easements, and inability to access - OPEN. Jeremy to schedule on a Friday afternoon
 - a. Need to set a date soon – preferably a weekday – Thursday or Friday
- 12. For 2026 Budget: Equipment needs, and 2026 wish list requested from all departments
 - a. ACTION ITEM: Complete and send to board prior to end of month
 - i. Unaware needed. Deadline 22 Aug

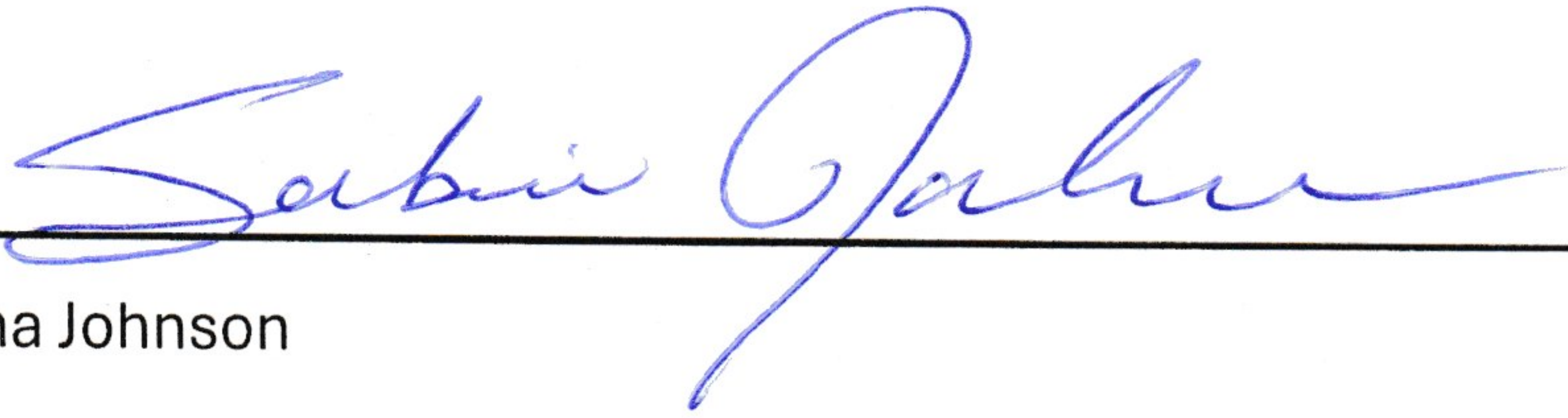
Question: Susan asked about who is responsible for mowing or weed eating around the 54 fire hydrants? Answer: John said it's the districts responsibility. Jeremy suggests spraying and putting down pea gravel. ACTION ITEMS: John to research and get us a final answer. Jeremy to check the ones in section 6.

Marshal Report – Alan Driver (Brenda)

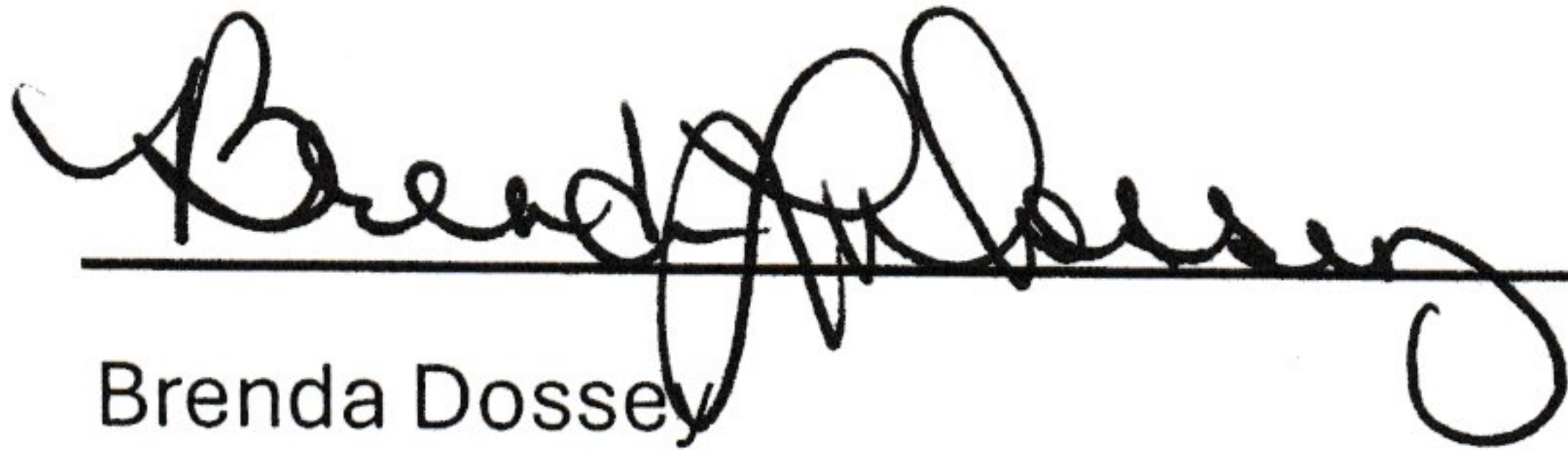
- 1. Incidents, arrests, and issues – two medical runs and 6 traffic stops
- 2. Vehicles
 - a. New Ford Maverick truck plate still pending? Returned as no one signed the back of the title. Sent paperwork back 1 month ago
 - b. Lights installed on Maverick, July 22 - complete
 - c. Dodge Charger – any issues? Windshield has a chip and needs replaced or check for fill in.
 - d. New VBLCD logo for Marshal vehicles – include them on the new vehicles?
 - e. RMS system issue pending ticket – is the system fixed and talking to Putnam County yet? \$1500-\$2000
- 3. Additional Summer Hours Proposal: \$6,300 POA donation for additional 18 weeks (40–50 hrs./week) POA did not discuss in July meeting, but have they yet for August? Has this been included in their 2026 budget? POA meeting

Board Member Signature:

September 13, 2025



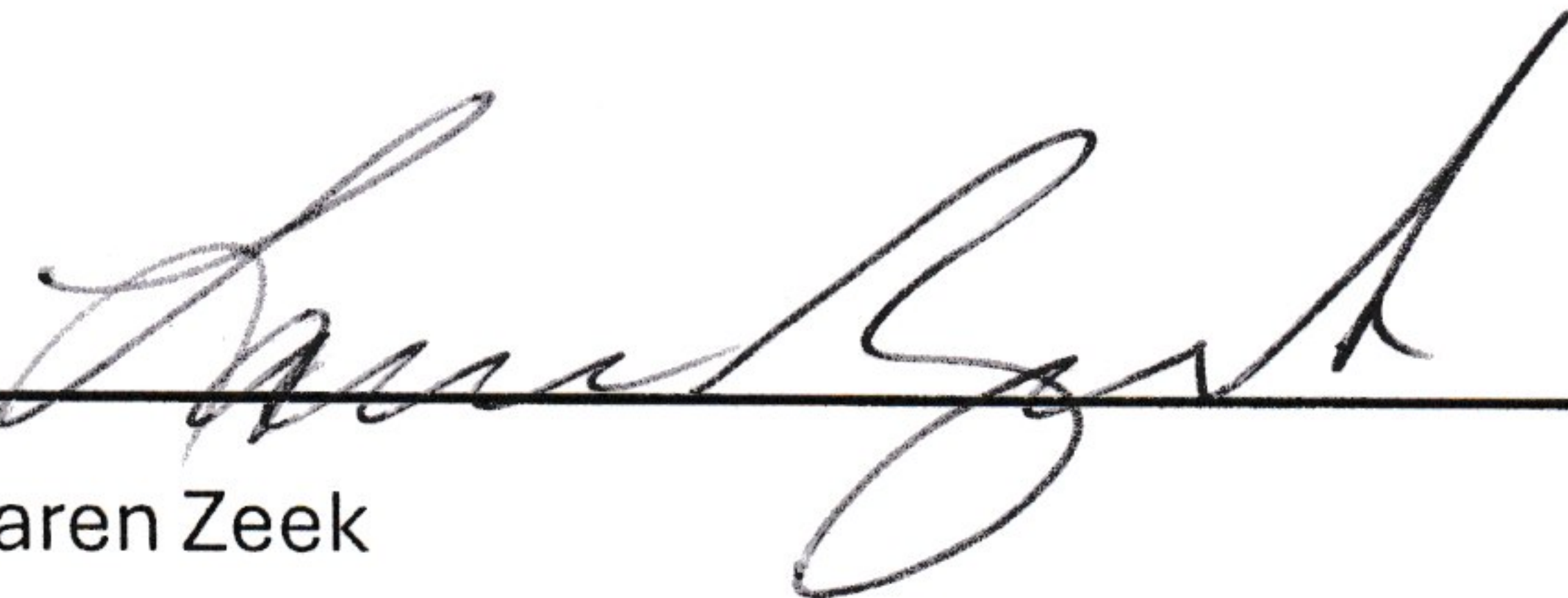
Sabrina Johnson



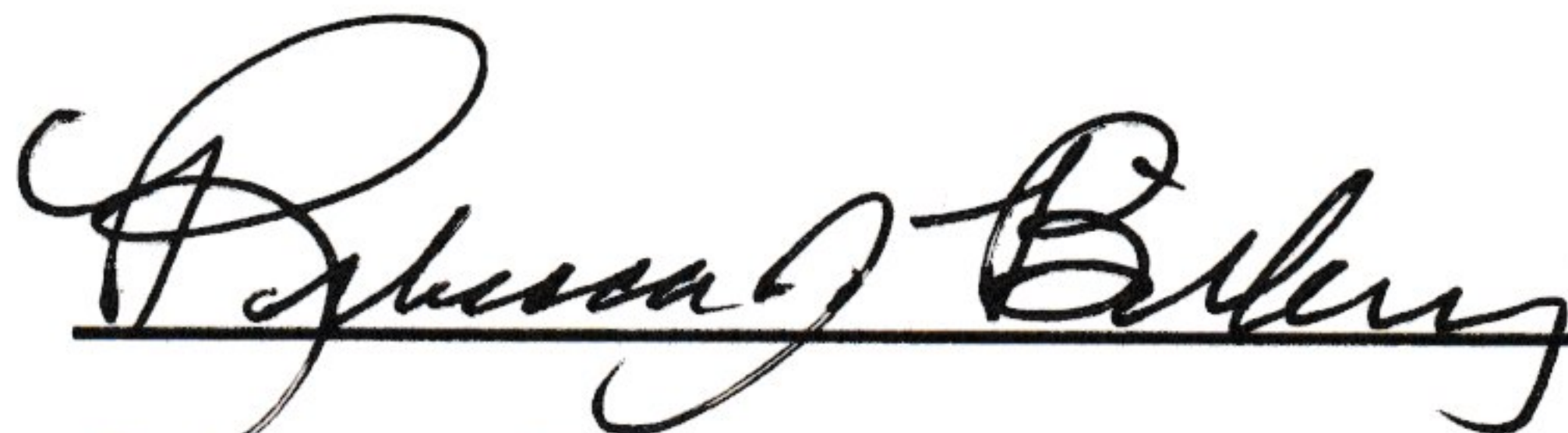
Brenda Dossey



Susan Grimes



Laren Zeek



Rebecca Bilbrey