



VAN BIBBER LAKE CONSERVANCY DISTRICT

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

Board of Directors Meeting AGENDA – Feb. 21, 2026

PLEDGE OF ALLEGIANCE

PUBLIC MEETING

- Resolution No. 2026-01-17: A Resolution Amending the Rates and Charges for the Waterworks Utility

MONTHLY MEETING

MINUTES

- Approve minutes for Jan. and Dec. 2025 meeting

EXTERNAL BUSINESS

- RCAP (Rural Community Assistance Program)/USDA - Mike Novak funding wastewater
- USDA - Rural Development (RD): Form RD 442-2 Statement of Budget, Income and Equity
- ZENNER Contract - Indiana to govern the Agreement (instead of Texas) approve and sign
- SRF – awaiting L.A.R.E. grant notification for dredging and erosion control stone
- Indiana Alliance of Rural Water - Job posting for laborer via IARW website - \$50
- PFAS Recovery Program - Deadline to register in the settlement process is June 30, 2026

INTERNAL BUSINESS

- Office Manager Reports - Trish
 - Financial Report - Approve Dec. financials
 - Office Report
- Key items:
 - Metered billing preparations via Zenner/Keystone
 - Driving over, parking, or obstruction of meters -Letter of agreement needs drafted
- Suggested Water Pit Clearance Notice - Notice to VBLCD

UPCOMING TASKS FOR OFFICE STAFF:

- Scope of Work and Expectations for specific staff positions – in process
- Check signing designees – PNC needs approved Jan. minutes for adding signing designees
- Upcoming Resolutions/Ordinances
 - Older “VBL Conservancy District Rates and Rules” pdf will need edited to reflect new volumetric rates, and reposted

WATER & WASTEWATER SUPERINTENDENTS – JEREMY AND DOUG

- Filter panel on main control panel – updates on repair/replacement
- IDEM response – update on submission
- Service contract for generator at WWTP – maintenance update/contract via MacAllister
- Search for additional staff/laborer
- Surplus property- list with estimated values. Send to attorney, check statute for disposal, sale or auction of items.
- Inconsistencies matching pit/radio numbers to acct. numbers-needs to work with a GPS system
- Tablet for GPS monitoring system been purchased?
- Go over wish list (from Sep. meeting) to consider approval of specific items
- Estimates for fill pipe removal - Cost: \$119,491.53
 - Option-new maintenance plan spread cost across, raises annual fees but allows spreading cost over multiple years.
- Life of the well – studies?

MARSHAL REPORT – ALAN DRIVER JR.

- Arrests, traffic stops, police/resident interactions, etc.
- Noise ordinance – any progress on understanding how this might be managed (POA issue?)



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BOARD-FOCUSED TASK/PROJECTS

- P.T. Office Assistant. Are we ready to give her back most of her Fridays?
 - Need to come in the Friday before the monthly board meetings for prep
- Approve Office Manager's increase per hiring agreement, make retroactive to (Jan. 17)
- Zenner & Boyce - how to prepare for the change from flat to metered rate billing
- Sewer Line Survey & Lot Assessment – tabled for now
- Update: Remuneration for Johnson's extra hours
 - Directors may be compensated up to fifty dollars (\$50) per day for work devoted to the district outside of regular meetings, capped at a maximum of five (5) days per month.

PROJECTS TO CONSIDER

- Hendricks Paving to review pot hole and patching needs
- Section 2 drainage issue
- Section 1 (lots 1060 & 1064) – Flooding and needs excavation/surface drainage
- Section 5 drainage project – ETA of contractor? Cost approved prior meeting
- Section 6 far east culvert/drainage—next stage in silt removal/rip-rap

GRANTS

- Wastewater grants & loans Dustin Whalen of HWC
 - OCRA grant (\$750,000) – need to rank for SRF through filling out OCRA grant first –
 - SRF (state and federally funded) - not a large amount for grants this year...only revolving fund loans are active at present
- USDA Rural Development (Federally funded) - Out of money for 2026 – No funding available
- Look to fill out SRF and USDA grant/loan applications Dec. 2026
- \$5360 is remainder in LARE grant – silt removal or something else?

POLICY/PROCEDURES

- Scope of Work and Expectations
- Reporting time

NEW BUSINESS

- Staff performance policy – needs drafted
- New computer for Office Manager needed
- NSF fees (Non-Sufficient Funds):
- Due to Invoice Cloud charges, fees need to be adjusted and should now be \$70 - addendum to Resolution No. 2026-01-17
- Leaks and excessive water use rules
 - Need resolution regarding excessive water use where a freeholder chooses to run their water intentionally (current verbiage only states leaks)
- Consider adoption of policies negating sewer charges & adjustments for emergency leaks/issues

MISCELLANEOUS

- Maintaining easements – Section 1, Jeffery Lane – dead end road near lot 1020 and 1026
 - Is it the responsibility of the District to keep easements of this nature free from overgrowth?
- Weekly time cards for all staff – to become a requirement

OPEN FORUM (LIMITED TO 15 MINUTES)

ADJOURNMENT